

Arizona Department of Education

# Student Accountability Information System

## Student Database Transaction Requirements

### • Membership

Version 2.6

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## Revisions

Below is an inventory of the revisions made to this document since publication of version 1.0. (The revisions made while this document was in Draft form are not included in this list.) Each time a revision is made the following sections, if included in this document, will also be updated: **Table of Contents, List of Figures, List of Tables, Issues.**

5/1/2003 Version 2.6 published

ver	new information	old information	source
2.6	<b>General Requirements: Submission File Format Definition: File Limits:</b> changed file limits to maximum of 10MB and 10,000 transactions	previously presented as a recommended limit of 10,000 transactions	Eric Moyer, SAIS Team Lead
2.6	<b>001.1.4 Missing fields:</b> Changed text of error message -9002 in Table 1 to read <b>SAIS Student ID</b>	Previous text said "Student ID"; changed to synchronize with Transaction System Messages document.	Charity Torrez, MIS Technical Writer; John Booth, MIS Developer
2.6	<b>001.2A.3 Membership scenarios:</b> Case 2: Removed "with no withdrawal" from the case, as it was irrelevant. Expanded the solution to show that Membership Type can be fixed with a "change" operation.	previous solution said it had to be fixed with a delete and a re-add	Janice McGoldrick, MIS Software Development Mgr
2.6	<b>001.2A.7 Age/Grade combination:</b> Added note for validation performed in Integrity: students of KG-age may be in UE if also having an active SPED service	previously did not exist	Janice McGoldrick, MIS Software Development Mgr; tickets 12511, 13603, 13802
2.6	<b>001.2A.14 Normal Graduation Year:</b> Added 2 <sup>nd</sup> example of why elementary students might have a cohort group reported: concurrent enrollment in HS	previously listed elementary school's early assignment of this element	Janice McGoldrick, MIS Software Development Mgr
2.6	<b>001.2A.7 Age / grade combination:</b> Added statute 15-771.F and grade PS to the 2 <sup>nd</sup> note about regulations on age governing SAIS, for explanatory purposes.	previously the statute number was not stated explicitly, and PS was omitted	Janice McGoldrick, MIS Software Development Mgr
2.6	<b>001.2A.7 Age / grade combination:</b> corrected the note following item (2) to state that preschoolers receiving services for a SPED Group B disability are eligible for ADM funding. Identify Integrity as the place that this information would be validated.	previously said that handicapped preschoolers taught in a self-contained environment; where this would be validated was vague	Janice McGoldrick, MIS Software Development Mgr
2.6	<b>001.2A.7 Age / grade combination:</b> Exception added to item (4) that allows a KG-age child to receive funding for grade UE if he's got an active SPED Group B service at the time.	previously stated that student had to be at least 6 before January 1 <sup>st</sup> to attend grades higher than KG	Vicki Salazar, Finance
2.6	<b>001.2A.14 Normal Graduation Year:</b> Added an additional note for when an elementary school student might have a NGY reported.	previously had only one example.	Brian Owin, Research and Evaluation
2.6	<b>004.2A.2 Absence Date:</b> Added validations that Absence Date cannot be earlier than the student's first day of school.	validations previously did not exist	Janice McGoldrick, MIS Software Development Mgr
2.6	<b>004.2A.3 Absence Amount:</b> Added validations that a child cannot be completely absent on his first or last day of school.	validations previously did not exist	Janice McGoldrick, MIS Software Development Mgr

<i>ver</i>	<i>new information</i>	<i>old information</i>	<i>source</i>
2.6	<b>009.2A.7 Dates, 009.2C.4 Dates:</b> First bullet item: If one of the submitted grade dates is outside the membership period, SAIS will reject the grade transfer.	previously said "if one of the submitted start dates" but went on to list the grade start and end dates	Ginny Nordstrom, software developer; Janice McGoldrick, MIS Software Development Mgr 3-7-03
2.6	<b>009.2C.4 Dates:</b> A Grade Transfer Change transaction can be submitted on a withdrawn membership to change the grade level and/or the register id, but not for a date when the student was not in membership.	edit did not previously exist	Ginny Nordstrom, software developer; Janice McGoldrick, MIS Software Development Mgr; 3-11-03; Ticket 12608
2.6	<b>Student Attendance:</b> Added comment clarifying that since SAIS might not know a student's Needs at this time, attendance transactions will be accepted for all preschoolers. Disability will be validated in Integrity	code was accurate, but this was not stated explicitly in the transaction description	Janice McGoldrick, MIS Software Development Mgr, ticket 9517
2.6	<b>Student Attendance:</b> Added comment clarifying that attendance periods must not exceed one week in length.	rule was not stated explicitly enough in the transaction description	Janice McGoldrick, MIS Software Development Mgr
2.6	<b>017.2.2 Find the membership:</b> Added a new validation that a grade membership must exist for a submitted attendance date.	previously did not exist	Randy Morter, SAIS developer, ticket 14162
2.6	<b>017.2.4 Validate Time Periods Reported in Add Transactions:</b> Added comment explaining that when relevant to funding with the attendance method of reporting (homebound and preschool, respectively), the SPED Start Date will determine when funding will start, but it will not cause rejection of an attendance transaction.	note did not exist	Janice McGoldrick, MIS Software Development Mgr; Ticket 12267
2.6	<b>017.2.5 Validate Time Periods Reported in Change Transactions:</b> Removed validation that would delete all prior attendance rows when an attendance end date change is processed.	explained at left; message 12017 deleted	Charity Torrez, MIS Technical Writer; John Booth, MIS Developer
2.6	<b>018.2A.2 Multiple Summer Withdrawals for a Membership:</b> <ul style="list-style-type: none"> <li>Added validation to enforce only one summer withdrawal per membership.</li> <li>Added error number</li> </ul>	validation did not exist	<ul style="list-style-type: none"> <li>Janice McGoldrick, MIS Software Development Mgr,</li> <li>Ginny Nordstrom, MIS Developer, ticket 12013</li> </ul>

10/01/2002 Version 2.5 published.

<i>ver</i>	<i>new information</i>	<i>old information</i>	<i>source</i>
2.5	<b>File Header:</b> Added optional field <b>Reporting Unit</b> to the file header.	field did not previously exist	Juan Reza, MIS Developer; Janice McGoldrick, MIS Project Management Office

9/11/2002 Version 2.4 published

<i>ver</i>	<i>new information</i>	<i>old information</i>	<i>source</i>
2.4	Changing code field optionality table: <ul style="list-style-type: none"> <li><b>Country/State of Birth:</b> Corrected optionality table to reference footnote 4 since that verbiage also applies to these fields.</li> </ul>	<ul style="list-style-type: none"> <li>Previous versions did not correctly display country/state of birth code fields in optionality table for ancillary enrollment.</li> </ul>	Charity Torrez, MIS Technical Writer; Janice McGoldrick, MIS Project Management Office

7/12/2002 Version 2.3 published

<i>ver</i>	<i>new information</i>	<i>old information</i>	<i>source</i>
2.3	<p>Changing register IDs: Clarified how the old ER/WR register changes are submitted in SAIS.</p> <ul style="list-style-type: none"><li>• <b>Student Grade Transfer:</b> Corrected instructions on how to submit mid-year register changes: it is accomplished on the transaction by including the new Register ID and Grade Start Date. Definitions of Grade Start Date, Grade Exit Date, and the "change" operation were expanded to clarify this.</li><li>• Added same instructions to <b>Student Enrollment</b>, <b>Student Withdrawal</b>, and <b>Student Membership Change</b> transactions. Specified that ER/WR are not captured in SAIS.</li><li>• <b>Issues:</b> Deleted the issue about changing Register IDs mid-year.</li></ul>	<ul style="list-style-type: none"><li>• Version 2.2 stated that the student had to be withdrawn and readmitted.</li><li>• A new <b>Issue</b> introduced in Version 2.2 stated that Register ID cannot be changed mid-year for the first year of SAIS – not true; SAIS has handled this all along.</li></ul>	Janice McGoldrick, MIS Project Management Office

6/17/2002 Version 2.2 published

<i>ver</i>	<i>new information</i>	<i>old information</i>	<i>source</i>
2.2	<b>Contacts:</b> fixed email address to <a href="mailto:ADEsupport@ade.az.gov">ADEsupport@ade.az.gov</a> .	<a href="mailto:support@ade.az.gov">support@ade.az.gov</a> will be retired	Janice McGoldrick, MIS Project Management Office
2.2	<b>Submission File Format Definition; Case Sensitivity:</b> Will allow the possibility to alter submitted case, for matching purposes. The submitted data will only be used for internal purposes.	Previously stated "The submitted value of no other elements will be altered."	Janice McGoldrick, MIS Project Management Office
2.2	<b>File Size:</b> Recommended file size limit: About 10,000 transactions	Previously omitted the word "transactions"	Janice McGoldrick, MIS Project Management Office
2.2	<b>Enrollment Requirements:</b> corrected explanation of how transactions are used to add/change data.	Poor wording implied that changes could be made using the Student Enrollment and Student Readmission transactions.	Janice McGoldrick, MIS Project Management Office
2.2	<b>Enrollment Requirements; Comparing Characteristics of Various Students:</b> Removed reference to nonexistent section Compare Students in the Integrity Checng document.	The existing reference to section 001.2A.2 Student Identifiers was correct.	Janice McGoldrick, MIS Project Management Office
2.2	<b>003.3A.2 Issue Automatic Exits, 003.3D.2 Back Out Automatic Exits:</b> Special Needs and participation in programs/services will not be exited automatically.	Previously stated that these would be exited when a student is withdrawn from a membership.	Janice McGoldrick, MIS Project Management Office
2.2	<b>Student Personal Information; Table 6 Element Optionality:</b> Old First/Last Name on Legal Document not required for an "add" operation.	Previously stated they were required.	Venkat Maddipatla, SAIS Software Engineer
2.2	<b>Student Personal Information; Table 6 Element Optionality:</b> explained the use of State Code ZZ in State of Birth and Previous State Code.	New codes did not exist; fields had to be left blank when value was "not US".	Janice McGoldrick, MIS Project Management Office
2.2	<b>Student Year End Status:</b> Explained that relationship among Summer Activity Code, Withdrawal Code, and Year End Status will not be done the first year of SAIS.	Previously stated that this validation would be done in Integrity Checking.	Janice McGoldrick, MIS Project Management Office
2.2	<b>How To Change Specific SAIS Elements:</b> added missing elements: Attendance Minutes, Attendance Start Date, Attendance Minutes; sorted table	elements were missing from table; table was not sorted properly	Janice McGoldrick, MIS Project Management Office
2.2	<b>Issues:</b> Added issue to note the use of register in SAIS, and the difference between how the SMS should capture ER/WR and how the information represented by those codes must be reported to SAIS.	was not covered overtly enough; previous newsgroup explanations of the difference between register and tuition payer code have not been heeded	Janice McGoldrick, MIS Project Management Office

4/26/2002 Version 2.1 published.

ver	new information	old information	source
2.1	<p>Added message numbers for new 3 validations.</p> <ul style="list-style-type: none"> <li>Student Enrollment: In <b>001.2A.7 Age / grade combination</b> (information on early admission student in kindergarten and first grade).</li> <li>Student Readmission: In <b>002.2A.5 Readmission Activity Code</b> (warning on readmission activity code not jiving with the previous withdrawal activity code).</li> <li>Student Grade Transfer: In <b>009.2A.6 Validate exit elements</b> (error on submission of a grade exit code -- W -- used only internally within the SAIS system).</li> </ul>	Some numbers were missing for new errors, were marked by "@@".	Venkat Maddipatla, SAIS Software Engineer

4/4/2002 Version 2.0 published.

ver	new information	old information	source
2.0	<b>Document Distribution / Postings</b> section added to <b>About This Document</b> chapter: identifies who should be notified of changes to this document, and where the new document should be posted.	did not exist	Janice McGoldrick, MIS Project Management Office
2.0	Chapters <b>About This Document</b> , <b>SAIS in Brief</b> , and <b>General Requirements</b> synchronized with Needs Requirements.	did not state document location or name, old contact information, referred to suspense facility not in SAIS	Janice McGoldrick, MIS Project Management Office
2.0	Overall document: clarified that in SAIS, the term "enrollment" and its derivatives refer to a student's membership at a school. Changed terminology where necessary to enhance clarification.	prior use of "enrollment" and "enrolled" led some readers to interpret this as school registration	Janice McGoldrick, MIS Project Management Office
2.0	Overall document: Changed all instances of "Mother" to "Responsible Adult". No change to the system; only to documentation.	users did not read the description, so did not understand that this element is not limited to mother	Janice McGoldrick, MIS Project Management Office
2.0	Overall document: removed all references to the suspense facility, which is no longer in SAIS.	no change to code, just to documentation	Janice McGoldrick, MIS Project Management Office
2.0	<b>Table 1 Enrollment Transaction Element Optionality:</b> identified Funded District of Residence as required for ancillary	showed as optional	Janice McGoldrick, MIS Project Management Office
2.0	<p><b>New state code:</b> System now allows use of new State Code "ZZ" to designate "not a US state, territory, or holding"</p> <ul style="list-style-type: none"> <li><b>Table 1 Enrollment Transaction Element Optionality:</b> expanded explanation of footnotes for Country and State of Birth Codes.</li> <li><b>001.2A.2.3 Previous school student information:</b> Allow use of "ZZ" in Previous State Code</li> <li><b>001.2A.8 Country &amp; State of Birth:</b> will accept these values now; validation will be ignored if this is an ancillary membership (to match the Element Optionality table)</li> </ul>	absence of this value required submission of a combination of nulls and values that was confusing to submitters	Janice McGoldrick, MIS Project Management Office
2.0	<b>001.2A.2.3 Previous school student information:</b> expanded explanation of "Previous" elements	previous wording was not clear to some readers	Janice McGoldrick, MIS Project Management Office
2.0	<b>001.2A.3 Membership scenarios:</b> Case 6 shows rejected submission to match code specified in this transaction requirement. Case 8 actions qualified to refer to requirements specified earlier in the doc.	Code did not change; only the case result.	Janice McGoldrick, MIS Project Management Office

ver	new information	old information	source
2.0	<b>Student Absence:</b> Added note describing workaround for submitting absences for students generating absences of more than 1.0 per day.	were not stated	Janice McGoldrick, MIS Project Management Office
2.0	<b>Student Membership Change:</b> Added notes describing workarounds for submitting mid-year changes to track and register.	were not stated	Janice McGoldrick, MIS Project Management Office
2.0	<b>Student District of Residence Transfer:</b> <ul style="list-style-type: none"> <li>fixed optionality for Old DOR Start Date: required for any valid change.</li> <li>New DOR End Date is ignored for a delete</li> </ul>	were listed as optional	Janice McGoldrick, MIS Project Management Office
2.0	<b>Student FTE &amp; Share:</b> fixed optionality for Old FTE Start Date and Old Share Start Date: required for any valid change.	were listed as optional	Janice McGoldrick, MIS Project Management Office
2.0	<b>Student Payer Factors:</b> fixed cases ("How to ...") to match the optionality table.	previously, erroneously showed that both Special Enrollment and Tuition Payer had to be submitted together	Janice McGoldrick, MIS Project Management Office
2.0	<b>Student Attendance:</b> included additional note to make it obvious that if attendance is submitted for a membership, it must be submitted for the entire membership period.	was stated, but not obviously	Janice McGoldrick, MIS Project Management Office
<u>2.0</u>	<b>Student Summer Withdrawal transaction:</b> added the new transaction for inclusion in SAIS. <ol style="list-style-type: none"> <li>Introduction: specified when this transaction should begin to be used</li> <li>Introduction: transaction is reported by "receiving" school (preliminary txn said "sending" school should report)</li> <li>Introduction: expanded description of the transaction; moved the diagram illustrating the event reporting timeline from the second page to the first page</li> <li>Transaction Elements: replaced "First Day of Membership" with "Summer Withdrawal Date"</li> <li>Transaction Elements: removed "Track Number"</li> <li>Transaction Elements: "School Attended End of Previous Year": "School Attended End of Previous Year" was added to provide validation to ensure that the information was submitted properly. If the previous school was not on SAIS by the previous school year end, then the Student Personal Information transaction "add" operation should be sent to SAIS. If the previous school was on SAIS, then the student should already have been on SAIS.</li> <li>Transaction Elements: added "Grade Level Code"; previously SAIS planned to derive Grade based on past data, but this would not have guaranteed correct information</li> <li>Changing Elements: added "Grade Level Code" and "School Attended End of Previous Year"</li> <li>018.2 Step 2: Validation: removed all references to the Suspense facility, which is no longer in SAIS</li> <li>018.2.2 Student Identifiers: added handling instructions for cases when student will not be found on SAIS</li> <li>018.2.2 Student Identifiers: added handling instructions for setting the Fiscal Year</li> </ol>	<p>previous version was preliminary, not active in SAIS</p> <p>"First Day of Membership" was removed because the student was never "in membership" at the school this year. The alternative – changing it to "First Day of School Year" – was rejected because it doesn't have any real meaning to SAIS, except to identify to which school year to attribute this activity for the Year End Enrollment report. The actual event date has more meaning to this data, and SAIS will be able to determine the school year from that date.</p>	<p>Janice McGoldrick, MIS Project Management Office;</p> <p>New version of transaction validated by randomly selected vendor (School Master) and districts (Tucson Unified School District, Paradise Valley Unified School District).</p>

12/7/2001 Version 1.5 published.

ver	new information	old information	source
1.5	Under heading “ <b>How To Change Specific SAIS Elements</b> ” the Element “ <b>Track Number</b> ” was changed to reflect that a change cannot be made to the field.	Previously stated that a “ <b>change</b> ” operation was feasible.	Ginger Hubacek Business Analyst
1.5	<b>001.1.14 Missing Fields:</b> Added comment to error message –9002 in table of error messages; it identifies circumstances where SAIS ID is not required.	previously did not indicate that SAIS ID was not always a required field	Venkat Maddipatla, SAIS Development Lead
1.5	<b>003.3A.2 Issue automatic exits:</b> Removed instruction to withdraw the student from open program/services when he withdraws from regular instruction membership.	this does not happen in SAIS; Membership and Needs occur independently	Janice McGoldrick, SAIS Requirements Lead
1.5	<b>003.3A.2 Issue automatic exits:</b> Added <b>note on automatically exiting grade placements:</b> these assign a grade exit code of W; this code is used solely by SAIS and is not an acceptable value for submission. <b>009.2A.6 Validate exit elements:</b> Added new edit to issue an error if grade exit code "W" is submitted. This code is only generated internally by SAIS (when a student withdraws from school mid-year) and is not eligible for being submitted on a transaction.	this is a SAIS internal action and code value only; it was not previously mentioned	Larry Lindain, SAIS Developer, Juan Reza, SAIS Technical Lead, Janice McGoldrick, SAIS Requirements Lead
1.5	<b>001-2A.14 Normal Graduation Year</b> Warning System message changed to 211014 for Normal Graduation Year being greater than calculated year.	Old message 11057 a fatal – not a warning	Ginger Hubacek Business Analyst

7/5/2001 Version 1.4 published.

ver	new information	old information	source
1.4	<b>Revisions:</b> Changed wording in Revisions paragraph	see previous revision	Janice McGoldrick, SAIS Requirements Lead
1.4	<b>Student Enrollment:</b> Expanded Mother's First [and Last] Name to include other responsible adults in addition to mother.	previously only referred to mother; <i>the definition was already correct in the Student Personal Information transaction.</i>	Janice McGoldrick, SAIS Requirements Lead

6/6/2001 Version 1.3 published.

ver	new information	old information	source
1.3	<b>Change Management:</b> Synchronized with update to standard procedure; added third bullet item	did not previously exist	expanded change control procedures
1.3	<b>Contacts:</b> Fixed hyperlink for SAIS project contact; New SAIS Project Manager named: Andrew McDonald	hyperlinked to email address that didn't match the displayed email address; old SAIS Project Manager: Ilana Licht	error correction; organizational change
1.3	Chapter <b>About This Document:</b> Added new section <b>Document References</b> identifying location of other SAIS documents referred to in this publication.	previously identified at each referenced document	elimination of potential conflicting information
1.3	<b>File Header Requirement:</b> LEA file sequence number must begin with 1	previously stated could begin at -2,147,483,648	SAIS development team: removed conflict with SAIS file processing module
1.3	<b>File Limits:</b> File size limit: About 10 MB (about 40,000 transactions with a large number of characters such as Student Enrollment, or more transactions with a smaller number of characters)	previously stated was to be determined	SAIS development team
1.3	<b>All transactions:</b> Removed location names for referenced documents.	see previous revision	elimination of potential conflicting information

ver	new information	old information	source
1.3	<b>Enrollment Requirements:</b> Added section <b>First-year Processing</b> to describe how SAIS will handle the transition from submissions of aggregate data to that of student-level data and the interdependencies between districts during that transition time. Added section <b>Changes to prior years' data</b> to advise what data may be changed for previous years.	did not exist	requested by district and vendor developers
1.3	<b>Enrollment Requirements:</b> Added section <b>Elements named "... on Legal Document</b> to explain why SAIS is requesting such information.	did not exist	SAIS requirements analyst based on queries from districts
1.3	data elements in all transactions: expanded explanations of Mother's First [and Last] Name on Legal Document, Tribal Name, Normal Graduation Year	did not exist	SAIS requirements analyst based on queries from districts
1.3	data elements in all transactions: removed Neighborhood School Indicator; the field placeholder will remain but any submitted value will be ignored	data no longer required for the Membership area, only for the Needs area	correction from SAIS development
1.3	<b>Student Enrollment, Element Optionality:</b> Added footnote for "add" operations for main schools: <u>Country of Birth</u> is only optional if that country is the USA. <u>State of Birth Code</u> is only required if the student was born in the USA.	previous message was inappropriate	clarification of condition
1.3	<b>Student Enrollment:</b> Added examples of how changes to student demographic information will be handled depending upon the value of element Membership Type.	did not exist	SAIS requirements analyst based on queries from district and vendor developers
1.3	<b>Student Enrollment:</b> Enrollment codes for new students are some E3, E6, E11, and E15s.	previously did not list E11's	rule correction
1.3	<b>Student Enrollment, 001.2A.2.4:</b> System message – 211002 changed to -411002	previous message was inappropriate	clarification of error/warning condition
1.3	<b>Student Enrollment, 001.2A.2.4:</b> System message – 11039 changed to -211011.	previous message was inappropriate	clarification of error/warning condition
1.3	<b>Student Enrollment, 001.2A.7:</b> Added notification to submitter when KG or 01 birth date is after the normal admission requirement (9/1) but meets the exception requirement (1/1) (ARS 821.C allows early admission when it's in the best interest of the child). Added code to calculate birth date to the exception deadline.	previously did not "flag" these children for the districts; needed calculation to identify these children	SAIS requirements analyst based on queries from districts and from district and vendor developers
1.3	<b>Student Enrollment, 001.2A.14 Normal Graduation Year:</b> SAIS will only issue warning when submitted value does not equal our calculated value; issue no message when we receive a value from an elementary school	previously SAIS rejected transactions when submitted value differed from what we thought it should be; previously issued warnings when receiving values from elementary schools	district and vendor developers
1.3	<b>Student Enrollment, 001.2A.14 Normal Graduation Year:</b> SAIS will only issue warning when submitted value does not equal our calculated value	previously SAIS rejected transactions when submitted value differed from what we thought it should be	district and vendor developers
1.3	<b>Student Readmission, 002.2A.4.1:</b> System message changes from previous perform of 001.2A.5.1: <i>Instead of system-message -411003, use system-message – 413001, and Instead of system-message -11044, use system-message –13025.</i>	previous messages were inappropriate	clarification of error/warning condition
1.3	<b>Student Readmission, 002.2A.5:</b> Discrepancy between Readmission Activity Code ("R" code) and previous Withdrawal Activity Code ("W" code) allowed: issue a warning that one or the other must be fixed. This will be re-validated during Integrity Checking process.	previously SAIS changed the submitted "R" code to correspond to the "W" code already on file.	rule change (because SAIS should not alter any submitted data)
1.3	<b>Student Readmission, 002.2A.6:</b> System message changes from previous perform of 001.2A.6: <i>Instead of system-message -11048, use system-message –13028.</i>	previous messages were inappropriate	clarification of error/warning condition

ver	new information	old information	source
1.3	<b>Student Readmission, 002.2A.7:</b> System message changes from previous perform of 001.2A.7: <i>Instead of system-message -411004, use system-message -413002, and Instead of system-message -411005, use system-message -413003; instead of system-message -411006, use system-message -413004; instead of system-message -411007, use system-message -413005.</i>	previous messages were inappropriate	clarification of error/warning condition
1.3	<b>Student Readmission, 002.2A.8:</b> System message changes from previous perform of 001.2A.9: <i>Instead of system-message -411008, use system-message -413006, and Instead of system-message -411009, use system-message -413007.</i>	previous messages were inappropriate	clarification of error/warning condition
1.3	<b>Student Readmission, 002.2A.9:</b> System message changes from previous perform of 001.2A.10: <i>Instead of system-message -411011, use system-message -413009, and Instead of system-message -411010, use system-message -413008.</i>	previous messages were inappropriate	clarification of error/warning condition
1.3	<b>Student Readmission, 002.2A.10:</b> System message changes from previous perform of 001.2A.12: <i>Instead of system-message -11050, use system-message -13030.</i>	previous messages were inappropriate	clarification of error/warning condition
1.3	<b>Student Withdrawal, Element Optionality:</b> Withdrawal Activity Code and Withdrawal Date required on all operations.	previous stated activity code was ignored on delete and that date was ignored on change and delete.	correction from SAIS developer
1.3	<b>Student Withdrawal, 003.2A.3:</b> Withdrawal Date may be the same as the entry date.	previous SAIS would reject this condition.	rule correction from district developer, Tom Boatman
1.3	<b>Student Withdrawal, 003.2D:</b> Change system-message generated by error condition from -15010 to -15011.	previous messages were inappropriate	clarification of error/warning condition
1.3	<b>Student Absence:</b> Added comment that absences are not required at initial SAIS implementation if student's time is reported with the Student Attendance transaction.	previously stated all absences had to be submitted	School Finance postponed the requirement for now
1.3	<b>Student Absence; Element Optionality:</b> Absence Reason Code is a key field and is required for all operations.	stated it was optional for change and delete operations	correction from district developer
1.3	<b>Student Absence; 004.2A.3 Absence Amount:</b> Reworded second comment about out-of-sync Absence Amounts: SAIS will validate in the Integrity Checking Process and prompt the submitter to correct any out of sync condition.	comment said that SAIS would reset any out-of-sync Absence Amount to an acceptable value	correction to misstated requirement from district developer, Karen Jones, TUSD
1.3	<b>Student Personal Information:</b> Previous School Entity ID length fixed to 9.	was listed as 12	correction from district developer, Karen Jones, TUSD
1.3	<b>Student Personal Information; Table 6:</b> Previous <u>School Entity ID</u> , Previous <u>School Student ID</u> , Previous <u>State Code</u> will be ignored for a "change" operation. Footnotes added.	Previous <u>School Entity ID</u> was listed as required. Previous <u>School Student ID</u> , Previous <u>State Code</u> were listed as optional. Usage was previously not well documented	correction from developer; clarification of requirement from SAIS requirements analyst
1.3	<b>Student Membership Change:</b> Description of Enrollment Activity Code expanded to allow Readmission Activity Codes to be included in this transaction.	description was previously limited to Enrollment Activity Codes only	correction from developer
1.3	<b>Student Membership Change; Table 7:</b> <u>Track Number</u> footnote removed. This is not a changeable field..	<u>was listed as a changeable field</u>	error correction
1.3	<b>Student District of Residence Transfer; Element Optionality:</b> Footnote reference changed from an asterisk to the number 1 for "change" and "delete" operations, added footnote reference 1 for "add" operation.	change in version 1.2 was not done properly	correction from developer

ver	new information	old information	source
1.3	<b>Student District of Residence Transfer; 007.2.1:</b> Added validation that if DOR is not found on SAIS then this is an error; error message is -26005	omitted from previous versions	correction from SAIS developer
1.3	<b>007.2A.3 Validate other characteristics:</b> Removed validation; no longer relevant given acceptable Tuition Payer code values.  Related changes: Renumbered subsequent paragraph in section: <b>007.2A.4 Add new DOR</b> changed to <b>007.2A.3</b> .  <b>007.2C.4</b> deleted reference to this perform statement.	previous code: <i>These rules include, for instance, the following.</i> <ul style="list-style-type: none"> <li>If tuition payer = "exempt", then DOA must be the same as DOR.</li> <li>If tuition payer = "tuition in", then DOA must be different from DOR.</li> <li>If DOR = an unorganized territory (see <b>Appendix F: Glossary</b>), then DOA must be different from DOR.</li> </ul> <i>Validate all rules connecting DOR and other student and membership characteristics.</i>	rule change
1.3	<b>Figure 4 District of Residence "change" operation scenarios:</b> added comments to scenarios Submission2 and Submission 4: "Report the discrepancy as WARNING: system-message -226002 and -26005, respectively.	comment did not previously exist	clarification
1.3	<b>Student FTE &amp; Share:</b> Expanded explanation of FTE and Share.	further explained the concept and uses of these elements	SAIS requirements analyst based on queries from districts and from district and vendor developers
1.3	<b>Student Grade Transfer:</b> Comment and code changed to say that if Grade Start Date needs to be changed, it must be accomplished with a delete and then an add operation.	previously stated that this was the case with Grade Level Code also	correction from SAIS developer
1.3	<b>Student Grade Transfer; Element Optionality:</b> Reference to footnote 2 added to the "add" column for appropriate rows.	was shown next to element name, erroneously implying that the footnote also applied to "change" and "delete" operations	correction from developers
1.3	<b>Student Grade Transfer; 009.2A.3, 009.2A.4, 009.2A.7, and 009.2A.8:</b> Code will use the grade start date to drive table activity.	previously stated it would use the grade level code.	correction from developers
1.3	<b>Student Grade Transfer; 009.2A.5:</b> Logic to validate the sequence of grades a student will occupy is moved to the Integrity Checking Process, because "Old" and "New" don't necessarily have to be contiguous.	previously stated it would be done here in the data import process	correction from SAIS developer
1.3	<b>Student Grade Transfer; 009.2A.7, 009.2C.4:</b> Comments refer now to SAIS grade table name. Comment on handling date gaps or overlaps changed to match code. Reference to 009.2A.8 paragraph name fixed.	Previously named the SAIS FTE/Share table name by mistake. Previously stated that we would reject transactions with date gaps or overlaps. Had wrong paragraph name.	correction from SAIS developer
1.3	<b>Student Grade Transfer; 009.2A.7.2:</b> Added validation for grade start date to be a valid session day.	did not exist	correction from SAIS developer
1.3	<b>Student Grade Transfer; 009.2C.5:</b> Database elements will be set from fields named OLD ...	previously listed source as NEW ...	correction from SAIS and district developers
1.3	<b>Student Year End Status:</b> Added comment that year-end status may be submitted irrespective of the school's year-end date.	did not exist	clarification from districts

ver	new information	old information	source
1.3	<b>Student Attendance:</b> Further explained the concept and use of this transaction and relationships between this transaction and the <b>Student Absence</b> transaction. Fixed validations for special needs students.	Explanation was correct but less informative than desired. Previously validated that Needs data would already be submitted, but must be the case only for Homebound students.	SAIS requirements analyst based on queries from districts and district and vendor developers
1.3	<b>Student Attendance, 017.2C.1:</b> System message changed from -412002 to -412001. System message changed from -412001 to -212002.	wrong error numbers	correction from SAIS developer
1.3	<b>How To Change Specific SAIS Elements:</b> Sorted the table by element name. Noted where previously mentioned elements have been removed or renamed.	Sorting was out of sequence. Synchronized elements.	SAIS requirements analyst

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ver	new information	old information	source
1.2	<b>All transactions:</b> Date, start and end date rules. They must fall within a single membership; else result is error. They may overlap; else result is warning. Date must be a valid school day; else result is suspend.	inconsistent validations	design clarification
1.2	<b>All transactions:</b> Corrected optionality table values; changed references from asterisks to numbers.	inconsistent values; improved readability	error correction
1.2	<b>All transactions:</b> System message numbers updated.	changed to new numbering scheme	table change
1.2	<b>All transactions:</b> District of Residence name changed to Funded District of Residence, reflects CTDS instead of CTD, length changed from 6 to 9.	required for funded District Sponsored Charter Schools	rule correction
1.2	<b>Student Enrollment:</b> Enrollment codes for new students are some E3, E6, and E15s.	previously listed only as E6 and E15	rule clarification
1.2	<b>Student Enrollment:</b> Two main schools may coexist.	previously required first school to withdraw student	design change
1.2	<b>Student Enrollment:</b> Normal Graduation Year added. Formula of element for validation corrected.	previously SAIS was to calculate; formula overstated year by 1	error correction
1.2	<b>002.2 Step 2: Validation:</b> Figure numbering fixed on <b>Figure 2 Matching Readmission to Membership</b> .	Figure incorrectly numbered as "21".	error correction
1.2	<b>Student Membership Change:</b> Allows School Student ID to be changed.	for easier cross-referencing by district/schools	error correction
1.2	<b>Student Personal Information:</b> Element Mother's Last Name on Legal Document field length fixed to 40; Previous School Entity ID fixed to 9.	name showed incorrect length of 30; Entity ID showed incorrect length of 12	error correction
1.2	<b>005.2C.2 Names:</b> Validation removed because no longer comparing names on a change.	SAIS was rejecting transactions where submitted old name did not match the existing name on SAIS	design change
1.2	<b>005.2C.2 Update Personal Element:</b> Paragraph renumbered because previous 005.2.C Names was deleted.	was numbered 005.2C.3 Update Personal Element	documentation renumbering
1.2	<b>Student Grade Transfer:</b> Added exit elements to "new" because a submission.	previously did not allow for retroactive adds or submission of grade memberships that were already exited	design change
1.2	<b>Student District of Residence Transfer:</b> DOR associates to a membership.	previously associated to the student	rule change
1.2	<b>007.2C.2:</b> Key for retrieving DOR row changed to (Entity ID + Student ID + Track Number + DOR Start Date).	previously showed Entity ID twice	error correction
1.2	<b>Student Payer Factors:</b> Renamed values to "new", added "old" values.	because SAIS must ascertain which elements are intended to be changed	design change

ver	new information	old information	source
1.2	<b>Student Attendance:</b> Description changed to indicate that this is required for homebound students and preschool children with disabilities but may be used for any student.	description unclear	enhanced readability
1.2	<b>How to Change Specific SAIS Elements:</b> Updated for new elements; fixed entry for Register ID	elements did not previously exist; Register ID incorrectly listed for Student Membership Change transaction	error correction

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ver	new information	old information	source
1.1	<b>SAIS In Brief:</b> Added chapter to provide a high-level discussion of SAIS	did not exist	copied from SAIS page on the ADE website
1.1	<b>File Footer Requirement; Sample file footer:</b> "The following filename would appear on a single line at the <b>bottom</b> of the submitted file."	had incorrectly stated "... at the <b>top</b> of the submitted file."	error correction
1.1	<b>All transactions:</b> Added Track Number to be able to identify a specific membership.	was missing	error correction
1.1	<b>002.2 Step 2: Validation:</b> Figure numbering fixed on <b>Figure 2 Matching Readmission to Membership.</b>	Figure incorrectly numbered as "21".	error correction
1.1	<b>Student Personal Information:</b> Transaction name fixed	appeared throughout document as <b>Student Personal Information Change</b>	error correction
1.1	<b>Student Personal Information:</b> Elements New Last Name on Legal Document, Last Name Student Goes By field lengths fixed to 40.	each showed incorrect length of 30	error correction
1.1	<b>Table 6 Personal Information Transaction Element Optionality:</b> element Capture Date name fixed.	was incorrectly listed as "Date"	error correction
1.1	<b>Table 8:</b> Optionality for Old District of Residence and Old DOR Start Date for add and delete operations changed to optional.	were required	error correction
1.1	<b>Note on Dates:</b> Figure numbering fixed on <b>Figure 5 Sample changes involving payer factor dates.</b>	Figure incorrectly numbered as "52".	error correction
1.1	<b>Student Year End Status:</b> value of <u>Transaction ID</u> field fixed to "016".	was listed as "017"	error correction
1.1	<b>Student Summer Withdrawal (transaction) and Summer Withdrawal Activity Code (element):</b> Transaction name and element name fixed	renamed from <b>Student Summer Activity</b> and <b>Student Summer Activity Code</b> to more accurately match functionality	error correction

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9/1/1999; first draft published.

## About This Document

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For comments, corrections, or other information about this document, contact the ADE MIS Department at [ADEsupport@ade.az.gov](mailto:ADEsupport@ade.az.gov). Please provide the following information:

- In the "Subject" line of the email, type "ADE MIS document inquiry."
- In the body of the email:
  - the system name and document name (from the document's header)
  - the document's last updated date (from the document's footer)
  - the purpose of your inquiry
  - your identifying information:
    - your name
    - your district name and CTD, or school name and CTDS, or your company name
    - your contact email address (because the email will be forwarded when it reaches ADE)

### DOCUMENT REFERENCES

The SAIS system is described in detail on ADE's main SAIS website, at <http://www.ade.state.az.us/sais/>.

Other related information, including those items referred to in this document, can be found at another ADE website at <http://www.ade.state.az.us/sais/saisdbdocs.asp>.

### DOCUMENT DISTRIBUTION / POSTINGS

Notification of updates to this document should be made to the following:

- all Student Management System vendors participating in the SAIS project
- all Arizona school district MIS contacts
- all RTCs

This updated document should be posted on ADE's SAIS Design/Requirements Documents website: (<http://www.ade.state.az.us/sais/saisdbdocs.asp>).

### DOCUMENT FILENAME

This document is stored at ADE with the filename MembershipRequirements.doc.

## **SAIS In Brief**

### **SAIS SCOPE**

The Student Accountability Information System project was entrusted to provide new system solutions to state and federal funding and reporting. The project comprised the following functional areas.

- Budgets and Financial Reporting
- Student Counts – aggregate student data
- State Aid/Payments
- Local Education Agencies (LEA's) Data (school districts, schools)
- Student Detail Data – individual student records

SAIS is a core system to which the following ADE functions have been or will be linked: Student Services, School-to-Work, Exceptional Education Vouchers, Student Achievement, GED, Grants, and Teacher Certification.

Hence SAIS developed a consistent enterprise-wide customer database, where the term "customer" refers to LEA's and to any other entity that receives services from ADE.

As of December 1999 all of the system components of the first four areas were implemented. From July 1999 state aid payments have been determined by the new systems. All ADE reports for LEA's are posted on the ADE web site.

The fifth area – Student Detail Data – represents the adoption of a new approach to student information accountability. Rather than collecting numerous student counts, the intention is to collect, as events occur, the source data: individual student records reflecting specific events in the students' relationship with the school (e.g., beginning a membership, absence, withdrawal from a membership). The new approach has become law with the approval of proposition 301 in November 2000, effective July 1, 2001.

### **THE STUDENT DATABASE SYSTEM**

#### **PURPOSE**

The Student Database System is designed to receive student level data electronically from local school/district databases in a periodic process (as often as daily), in order to provide the following capabilities.

- Consistent and accurate calculations of student counts for funding, generated by one system for all schools
- Planning and policy analysis for ADE (e.g., student mobility)
- Support academic achievement research

The submission of student level data will replace the current submission of various aggregate student counts reports by the school districts/charter schools. This would save them a great deal of work.

Collection of individual student data is a growing trend among state education agencies, as they expand research and analysis engagements to improve the education system.

**DEVELOPMENT PHASES**

The development of the Student Database System is organized in two phases. The first phase is focused on state funding and reporting requirements and on integration of achievement data in the system. The second phase will be focused on federal and state block grant funding and reporting.

**PHASE I****DATA CONTENT**

The data to be collected about a student is driven by funding and reporting requirements imposed by the state and federal governments. The data includes student identification and demographics, district of residence, school membership (beginning a membership, withdrawal from a membership), grade membership, absence, student needs (e.g., a disability or a language need), assessments, and participation in programs/services (e.g., language programs or special education services).

Student achievement data (Stanford 9 and AIMS) is received and maintained at ADE on CD's. This data will become an integral part of the Student Database.

**DATA SUBMISSION**

- Electronic data exchange between student management systems at the schools and the ADE database system.
- Local school database systems will need to be enhanced to perform the functions of extraction, formatting and encryption of the relevant data, submission of the data file via the Internet, saving the extracted data file locally until confirmation is received from the ADE system, accepting files from the ADE system.
- The software vendors will do the enhancements.

**DATA SECURITY AND CONFIDENTIALITY**

- Student data will not be published, nor will ADE staff update it.
- Data will be encrypted prior to submission.
- Every reporting school/district will assign an authorized person to handle submission and error correction.
- ADE will abide by FERPA regulations.

**DEVELOPMENT TIMELINE AT ADE**

- Transaction and System Components – January 2001
- Aggregation and Reporting Components – June 2001
- Implementation – July 2001

## PHASE II

A firm deadline for implementation of Phase II has not been determined. When the deadline has been identified, the development timeline will be announced using the procedures outlined in the **Document Distribution / Postings** section of the earlier chapter titled **About This Document**. The initial step in this phase is to collect data about the support program participation; this is being implemented for the Fall 2003 school year.

### DATA CONTENT

The additional data to be collected at this phase includes support program participation (previously called "supplementary" programs/services) established by school districts/charter schools using federal or state grants, and student participation in these programs.

### DATA SUBMISSION

Submission of support program participation will be performed the same way all other membership and needs-related information is submitted to SAIS today.

In a future addition to Phase II, to enable submission of student participation in other supplementary and support programs/services, enhancements must be applied to the ADE Grants System and LEAs' Student Management Systems. At ADE the Grants System needs to capture the descriptive features of the programs/projects LEAs apply for, currently submitted and maintained on paper. At LEAs, the program/service with its grant ID and participating students, needs to be maintained in the local Student Management System. Once maintained locally, student participation data can be extracted and submitted like other data transactions.

## General Requirements

Note: This **General Requirements** chapter appears in its entirety in each document in the **Student Database Transaction Requirement** series.

### DOCUMENT OVERVIEW

This document describes the requirements for the process of accepting or rejecting data submission transactions.

In this document, chapters correlate to business areas. Chapters are further broken down into sections relating to individual transactions within that business area.

### CONVENTIONS

- ❑ Transaction field names are underscored.
- ❑ Open issues are preceded by "**Issue**". They are located at the end of this document.
- ❑ Future requirements are preceded by "**Future Requirement**".

### SEVERITY LEVELS

- ❑ FATAL – File-level corruption. Reject the entire file. Fatal errors will be generated by the processes preceding those described in this document.
- ❑ ERROR – Data verification or validation failure. Reject the transaction. The remainder of the transaction cannot stand on its own without this data.
- ❑ WARNING – Data validation failure. Invalid data in one or more elements has a major implication (e.g., funding) but the remainder of the transaction can stand on its own without this data until the data is corrected. Accept the transaction – but not the invalid data – to the database. Advise submitter of need to resubmit correct data.
- ❑ INFORMATION – Questionable data in one or more elements has no major implications. Accept the transaction – including the questionable data – to the database. Advise submitter of potential problem.

## PROCESSING OVERVIEW

As a general rule, transactions must be processed in a proscribed sequence to be added to the database. This sequence mirrors the way the business of public education takes place. Processing order is covered in the chapter for each subject area.

The process to accept or reject data submission transactions is broken into three steps – Verification, Validation and Database Update.

**Step 1: Verification.** In the verification step the transaction is checked for the expected data formats and values.

- If the transaction passes all verifications, proceed to the next step.
- If it fails one or more verifications, it is rejected.

**Step 2: Validation.** The transaction is checked against the database and each element is subjected to logic checks.

- If the transaction passes all validations, proceed to the next step.
- If it fails one or more validations, it is rejected.

**Step 3: Database Update.** In the database update step a transaction that passed all validation is written to the database table(s). Passing validation means that the transaction encountered a "Warning" or "Information" severity level, or no severity level at all. Failing validation means that the transaction encountered a "Fatal" or "Error" severity level

- If the database update is successful, the edit is ended for this transaction and it starts over with the next transaction.
- If the database update fails, no update will be done to the SAIS database, and the transaction is rejected.

The validation and database steps are often segregated by Operation Code (add/change/delete). To make this segregation easier to discern, where appropriate each step is split into sub-steps by Operation Code. These sub-steps use the following naming conventions.

Step 2**A**: **A**dd operation  
Step 2**C**: **C**hange operation  
Step 2**D**: **D**elete operation

The processing section for each transaction is numbered in the following manner.

TransactionID.step-number{.sub-step}.sequential-number

## PRECEDING FUNCTIONS

Some processing will take place before the requirements explained in this document will execute. These include:

File-level error handling (severity level of "fatal")  
Verification & validation of Transaction ID

## COMMONLY USED ABBREVIATIONS

ARS	Arizona Revised Statutes
CEC	certificate of educational convenience; a type of special enrollment
DOA	district of attendance
DOR	district of residence
LEA	local education agency

## OPERATION CODE

All transactions include the field Operation Code that allows various operations to be performed on the data in the transaction. Each of the transactions has an explanation of operations allowed in the transaction.

The Operation Code codes are:

- A – add a new transaction
- C – data value in the transaction will change previously submitted value
- D – delete a transaction submitted previously

## CHANGING SAIS ELEMENTS

The chapter **How To Change Specific SAIS Elements** at the end of this document lists the transactions to be used for changing elements in SAIS. It also provides a table listing each data element in the Student Database and identifies the transaction(s) designed to change it.

## SYSTEM MESSAGE NUMBERS

The system messages used in this document are the final system messages. Draft versions and version 1.0 of this document used a temporary numbering scheme. The final messages are also more descriptive and more precise than the previous messages. The actual system messages issued by the SAIS transaction processing programs can be found in the SAIS document titled System Messages (filename "TransactionSystemMessages.doc") available on the SAIS Design/Requirements Documents website (<http://www.ade.state.az.us/sais/saisdbdocs.htm>).

## INTEGRITY CHECKING

Due to the nature of the data being submitted and the lag time it will take to get the data to gel, SAIS will purposely allow certain illogical situations to exist on the SAIS database. These situations will each need to be fixed before funding can be done for a district. The Integrity Checking process will identify these out-of-sync circumstances and advise the districts of the existence of the situation that will prevent or delay their receipt of state funding. Integrity Checking will be run periodically independent of the data submission process.

## SUBMISSION FILE FORMAT DEFINITION

### GENERAL DEFINITIONS

The file that contains detail transactions shall be referred to as **Student Data File**.

Files are submitted via one of two methods. The first method is via the web page. The web page knows the submitting LEA's Entity ID and places any submitted files into a specific directory, which is named for that Entity ID. The second method is similar, but occurs through a utility to be used inside a local LEA SAIS interface.

### FILE NAMING REQUIREMENTS

File naming requirements includes several terms: **filename string** is the complete name of the submitted file. It includes two portions: the **filename** and the **extension**. The last period (.) in the **filename string** separates these two portions.

The **filename string**:

- may only contain the following Permitted Characters: ASCII Characters code 33,35-37, 40-41, 43, 45, 46, 48-57, 65-90, 97-122, 123, 125-126.

The **filename** is the portion to the left side of the final period (.) in the **filename string**.

- It must be less than or equal to 126 characters in length.
- It includes everything to the left side of the final "period" in the string, including any periods and what follows them.
- It must be guaranteed by the LEA to be unique.
- Some suggestions for achieving this uniqueness:
  - include Date/Time in the filename;
  - include system-generated sequence numbers in the filename.
- A suggestion to improve file maintenance:
  - include CTDS somewhere in the filename. For districts, CTDS is CTD + 000 for school.

The **extension** is the portion to the right of the last period in the **filename string**.

- It has a set value. It must be the three characters **SDF**.
- It is case insensitive. Uppercase and lowercase characters, or a combination of both, are permissible. In other words, while "SDF", "sdf", and "sDf" are some of the many acceptable versions of **extension**, each will be evaluated the same by SAIS.

### Examples of allowable filename strings

- *Containing CTD, date, time, and extension:*

010520\_1999-08-12\_131535.SDF

- *Containing extension, guaranteed to be unique relative to all other submissions, past and future:*

Hi there - this is a file.sdf

- *Typical DOS output in 8.3 format, uses system sequence numbers:*

00001232.SDF

1232.sdf

**INTERNAL FILE STRUCTURE DEFINITION: DELIMITERS & DATA TYPES**

The letters enclosed in parentheses in the *data type* column are used in transaction descriptions throughout this document.

<i>token</i>	<i>data type</i>	<i>format</i>	<i>delimiter</i>	<i>description</i>
transaction / record	n/a	n/a	ASCII(0d13) ASCII(0d10)	carriage-return followed by a line-feed (on same line)
field	n/a	n/a	,	a single comma at the end of a field
(field)	code (C)	A or N	{ }	alphanumeric or integer value, depending upon the individual code; enclosed within curly braces
(field)	date (D)	CCYY/MM/DD	##	century, year, month, day – separated by forward slashes; enclosed with pound symbols
(field)	integer (I)	-N	none required	This number may NOT contain a decimal point. A minus preceding the number signifies a negative value.
(field)	logical / Boolean (L)	0 OR 1	none required	must be zero (no, false, off) or one (yes, true, on)
(field)	real (R)	-N.N	none required	This number MUST contain a decimal point. Pad with at least a single zero to the right of the decimal point. A minus preceding the number signifies a negative value.
(field)	string / character (S)	A	""	string containing alphanumeric and special characters; enclosed within double quotation marks
(field)	time (T)	HH:MM:SS:FS	##	hour, minute, second, fraction of a second – separated by colons; enclosed with pound symbols. NOTE: fraction of a second (:FS) is optional.

## FILE HEADER REQUIREMENT

Should conform to the delimiter requirements above and contain the following elements *in the following order*.

order	data type	content	optionality
1	string	the letter <b>H</b> , by itself	required
2	string	hard-coded file identifier string: <b>Student Detail</b>	required
3	string	the LEA identifier	required
4	integer	LEA file sequence number <ul style="list-style-type: none"> <li>between 1 and 2,147,483,647</li> <li><i>file sequence number MUST begin with 1</i></li> <li>this will allow a single daily submission to be generated for 11,767,033 years.</li> </ul>	required
5	date	date 1	optional
6	time	time 1	optional
7	date	date 2	optional
8	time	time 2	optional
9	date	date 3	optional
10	time	time 3	optional
11	integer	fiscal year	required
12	string	reporting unit	optional

### Sample file header

The following header would appear on a single line at the top of the submitted file.

"H", "Student Detail", "010203000", 006, #1999/08/01#, #00:00:01#, #1999/08/31#, #23:59:59#, #1999/09/10#, #06:15:00#, 2000, "unit 1"

This would describe a file that was generated for the district whose CTD is 010203 (the district-level "school" identifier is 000). The sequence number is 006, and the zeros are not necessary, but are accepted. It shows that the data relates to fiscal year 2000.

The date/time fields are provided for the submitter's benefit; the submitter may utilize these fields any way they see fit. For example, if this submitter defines "date/time 1" and "date/time 2" as the period begin and end when changes contained in this file were accepted into their system and "date/time 3" as when the file was generated, then this file header information indicates that the file includes data changes that occurred anytime during the month of August 1999 (from midnight August first through one second before midnight on August 31); the file was generated on September 10<sup>th</sup> at 6:15 am. **No reasonability checks will be done on the "date" or "time" fields in the file header.**

The file would also indicate that the reporting unit "unit 1" inside the LEA is submitting its sequence number 006. This field provides additional functionality for those LEA's that have multiple areas or departments submitting files, and each area requires control over the sequence number. For instance, this field is used by many LEA's to differentiate membership, special education and language reporting units. If a submitter uses reporting units "ADM" and "SPED", ADM will have sequence numbers 1, 2, 3... and SPED its own sequence numbers 1, 2, 3... Otherwise, this field may be omitted.

## FILE FOOTER REQUIREMENT

Should conform to the delimiter requirements above and contain the following elements *in the following order*.

order	data type	content	optionality
1	string	the letter <b>F</b> , by itself	required
2	integer	the number of transaction records in the file: includes the header and the footer	required

**Sample file footer**

The following footer would appear on a single line at the bottom of the submitted file.

"F", 037

This would describe a file that contains 37 records: one header, one footer, and 35 transaction records.

**CASE SENSITIVITY**

SAIS will change all submitted codes (elements with data type = "C") to uppercase upon processing the submission file. The complete list of elements that are submitted as codes can be found in the document **Student Database Transaction Requirements: Code Values**.

**FILE LIMITS**

SAIS will reject files exceeding either file limit:   Maximum file size limit: 10 MB  
Maximum record count limit: 10,000 transactions

## Enrollment Requirements

**NOTE:** The terms "enroll" and "enrollment" in SAIS are used to signify when a student begins membership at a school.

This section defines the following student membership-related transactions:

- 001 Student Enrollment
- 002 Student Readmission
- 003 Student Withdrawal
- 004 Student Absence
- 005 Student Personal Information
- 006 Student Membership Change
- 007 Student District of Residence Transfer
- 008 Student FTE & Share
- 009 Student Grade Transfer
- 010 Student Payer Factors
- 016 Student Year End Status
- 017 Student Attendance
- 018 Student Summer Withdrawal

The **Student Enrollment** and the **Student Personal Information** transactions add new membership and student information to the Student Database.

Corrections and changes to SAIS elements are accomplished also by submitting transactions. For a list of the proper transaction to be used to change each data element, see the chapter **How to Change Specific SAIS Elements** at the end of this document.

## PROCESSING ORDER

The processing order of membership-related transactions mirrors the way events in public education take place:

- student begins membership in a school
- student withdraws from school
- student is readmitted to the school

Some other sequencing factors are purely logical:

- new data must be added to the database before individual elements may be changed
- "key field" errors need to be deleted before they can be re-added correctly to the database

Therefore, the Membership area's transactions need to be processed in the following order.

- |                       |   |
|-----------------------|---|
| 1. Delete operations: | 2. Add operations:                                |
| 1a. readmissions      | 2a. enrollments                                   |
| 1b. withdrawals       | 2b. withdrawals                                   |
| 1c. enrollments       | 2c. readmissions                                  |
|                       | 3. Change operations:                             |
|                       | There is no required order for change operations. |

SAIS will handle transaction sequencing virtually. The submitted transactions will not be sorted or ordered before processing. Rather, each will be taken in the order it was received, and if a required condition does not exist in the SAIS database (e.g., withdrawal transaction received for a student who has not yet begun membership in that school and school year on SAIS), the transaction will be rejected.

## COMPARING CHARACTERISTICS OF VARIOUS STUDENTS

The first time a student is ever reported to Arizona's SAIS system, SAIS will generate a student identifier number for that student and send it back to the school or district that submitted the data. This number will remain valid for the life of the student. Identifying a child as a brand-new student can be done through the Enrollment Activity Code (the "E" code — some E3's, E6's, E11's, and E15's); the submitted enrollment record for this student will also necessarily be forced to leave the SAIS-generated student identifier field empty.

Before generating the student identifier, SAIS will search the database to ensure that a number has not already been created for that student. To accomplish this, SAIS will perform a comparison of elements using the elements available on the submitted Student Enrollment transaction, including up to four separate sets of identifiers, the student's names (first, middle, last), and the student's personal details.

For further information on this process, see section **001.2A.2 Student identifiers**, particularly **Figure 1 Determining the SAIS Student ID: New Student to SAIS**.

All Student Enrollment transactions for students who have been in the Arizona school system previously, as well as all other SAIS transactions, require that the student's SAIS-generated student identifier be provided. No comparisons will be performed for these types of Student Enrollment transactions or for any other type of transaction; the information will be applied directly to the student specified by the SAIS-generated student identifier contained on the submitted transaction.

## NOTE ON STUDENT MEMBERSHIPS AND SCHOOL SESSIONS

Student memberships (enrollments) in SAIS are governed by statute and by ADE policy. SAIS accepts data for any school session (regular session, summer session). However, in accordance with statute and ADE policy, virtually all aggregating and most statistical processes use only regular session memberships. Individual statutes are quoted both in this document where appropriate and in the **Student Counts System** document. The following policies relate to this topic.

- A school year spans the entire fiscal year. (Regular session usually has early fall start & late spring end. Summer session takes place when regular session is over, and often overlaps fiscal years. Summer break takes place between summer session end and regular session begin, and often overlaps fiscal years.)
- A student membership is assumed to be active to the session's scheduled end date, unless an early withdrawal is submitted.
- Special enrollment conditions are assumed to be active to the session's scheduled end date, unless an early withdrawal and/or a special enrollment condition end date are/is submitted.

## **FIRST-YEAR PROCESSING**

For each district SAIS will set an indicator to store the year that district began submitting SAIS data to ADE. This will allow ADE to manage the disparate groups of data that will be used for funding and statistical reporting. For instance, in the first year of processing this indicator will cause SAIS to generate SAIS-ID's for every student's first membership, not only for selected membership-related activities that signify that a student is new to the Arizona school system.

This special indicator will also help SAIS in the generation of the Graduation Rate report. Because that report uses data covering 5 school years, it will be 5 years before SAIS will be able to generate the report solely from Student Detail data. Until that time, the districts must continue submitting aggregated counts for the students who left school prior to the normal completion date and before SAIS was in existence.

## **CHANGES TO PRIOR YEARS' DATA**

Changes to SAIS data for prior years will only be allowed for elements effecting funding for one year back (those elements on the Student Membership Change transaction). Changes to prior years' non-financial elements (those found on the Student Personal Information transaction) will not be accepted.

## **ELEMENTS NAMED "... ON LEGAL DOCUMENT"**

Several data elements refer to a legal document. Arizona law (ARS 15-828) requires that documentation be presented to the school district when a child enrolls for private or public education in the state of Arizona. These documents can be: a certified copy of the pupil's birth certificate, other reliable proof of the pupil's identity and age (such as baptismal certificate, application for social security number, or original school registration records) along with an affidavit explaining the inability to provide a copy of the birth certificate); or a letter from the authorized representative of an agency having custody of the pupil, certifying that the pupil has been placed in the custody of the agency as prescribed by law.

Each district determines the document it will accept as a legal document.

## STUDENT ENROLLMENT

In general, schools are expected to admit children who reside in the school district and who meet the requirements for membership in one of the grades or programs offered in the school. An enrollment transaction is required for any person that generates state educational funds (whether or not he or she receives instruction in a state school) and who meets age requirements for the grade attended. There are two enrollment transactions, one reflecting the admission of a new student to a school or the continuing membership of a student as of the first day of school, and the other reflecting the readmission of a student to a school.

SAIS requires an Enrollment transaction for a student beginning membership in a school for the first time and for a student who continues to be in membership as of the first day of school each fiscal year. The Student ID must be used, in addition to the School Student ID, if the student has previously been assigned an ADE Student identifier. This transaction requires:

- membership information
- personal information
- grade placement information
- previous school information

This transaction may be used to add a student's membership to the SAIS database or to delete a membership that is already on the SAIS database.

**Note:** Caution should be taken before submitting a delete operation for this transaction. Deleting a membership will cause all information associated with that membership to be deleted: withdrawal information, all FTE and school membership share information, all absences and attendance, and the grade memberships.

The following structure describes the elements in this transaction.

field name	abbreviated name	length	data type	description
Transaction ID	TRANSID	3	I	ID value = 001
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS, but will be sent back to the submitter with any system-generated error or warning message
Operation Code	OPRCOD	1	S	A = Add a new or continuing membership D = Delete an existing membership
Entity ID	ENTITYID	9	S	School identifier; CTDS code
School Student ID	SCHLSTUID	12	S	School-generated student identifier
Student ID	STUDENTID	10	I	ADE-generated student identifier
First Day of Membership	ENRDATE	10	D	The day this membership started; the date the student first received instruction for this membership. <b>NOTE: In SAIS, the terms "First Day of Membership" and "Enrollment Date" are used interchangeably.</b>
Track Number	TRACK	4	I	For schools or districts with multiple tracks, identifies the track to which this membership applies. (If the school does not have its own calendar, it will use the district's calendar.)
Membership Type	MEMTYPE	1	C	Indicates whether this is the main or ancillary membership for this student <i>See Code Values – Membership Type</i>
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration

field name	abbreviated name	length	data type	description
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration
Name Extension on Legal Document	EXTNNM	3	S	Suffix to Student Last Name on Legal Document, e.g., Jr., Sr., III
Nickname Student Goes By	NICKNM	30	S	A familiar form of a name given instead of or in addition to the student's first, middle, and/or last name. This may be the same as First Name on Legal Document.
Last Name Student Goes By	LASTNMGOES BY	40	S	The last name the student goes by. This may be the same as Last Name on Legal Document.
Gender Code	GENDERCD	1	C	Student gender <i>See Code Values – Gender</i>
Ethnicity Code	ETHNICCD	3	C	Student ethnic origin <i>See Code Values – Ethnicity</i>
Birth Date	DOB	10	D	Student date of birth
Country of Birth Code	CTRYBRTHCD	2	C	Country in which student was born <i>See Code Values – Country</i>
State of Birth Code	STATBRTHCD	2	C	State in USA or its territories in which student was born <i>See Code Values – States</i>
Foreign Exchange Indicator	FORGNXCHG	1	L	Indication that student is in the USA via a foreign exchange program
Normal Graduation Year	NORMGRADY R	4	I	The student's class affiliation, defined by Arizona as 4 years after student's first membership in 9 <sup>th</sup> grade.
Funded District of Residence	DISTRESID	9	S	School district in which student resides or to which student's residence is assigned; CTDS code
Home Language Code	HMLANGCD	2	C	The language spoken at home <i>See Code Values – Home Language</i>
Responsible Party's First Name on Legal Document	MOMFIRSTNM	30	S	The first name of the adult responsible for the student (mother, father, guardian, responsible party, or the student himself if he is emancipated) as it appears on a legal document used for registration. This is used for matching purposes only.
Responsible Party's Last Name on Legal Document	MOMLASTNM	40	S	The last name of the adult responsible for the student (mother, father, guardian, responsible party, or the student himself if he is emancipated) as it appears on a legal document used for registration. This is used for matching purposes only.
Tribal Name	TRIBALNM	20	S	A name borne in common by members of a tribe or clan. This is used only to match a new student to an existing SAIS record.
Enrollment Activity Code	ACTVCD	3	C	Type of membership activity. This is the "E" code. <i>See Code Values – Activity</i>
Student Membership FTE	MBRFTE	4	C	The full-time equivalency of the student's participation in the school regular program for this membership <i>See Code Values – Student Membership FTE</i>
School Membership Share	MBRSHR	4	C	The portion of state aid this school is claiming for the overall timeframe covered by this membership <i>See Code Values – School Membership Share</i>
Special Enrollment Code	SPECENRCD	2	C	Special dispensation granted for a membership (e.g., CEC-B) allowing the student to attend this school, which is outside his normal district of residence <i>See Code Values – Special Enrollment</i>

field name	abbreviated name	length	data type	description
Tuition Payer Code	TUITPAYRCD	2	C	Individual or organization responsible for the tuition <i>See Code Values – Tuition Payer</i>
<i>empty field (formerly Neighborhood School Indicator: element no longer collected.</i>	<i>empty field: formerly NEIGHSCHL</i>	1	L	<i>This element will not be needed in SAIS at this time and <b>any value submitted here will be ignored.</b> It is used only for the Needs area, and is specifically included there,</i>
Grade Level Code	GDLVLCD	3	C	The grade to which the student is assigned <i>See Code Values – Grade</i>
Concurrent School Entity ID	CNCSCCH	9	S	other Arizona school attended by the student concurrently; CTDS code
Concurrent School Student ID	CNCSCCHSTUID	12	S	School-generated student identifier assigned by <u>Concurrent School Entity ID</u>
Previous School Entity ID	PREVSCHLID	9	S	School identifier of school attended prior to this school; CTDS code <b>if</b> Arizona school, blank if a non-Arizona school. This information is required only for students who transferred from another Arizona school.
Previous School Student ID	PREVSTUID	12	S	Student identifier in <u>Previous School Entity ID</u> ; School-generated student identifier <b>if</b> <u>Previous School Entity ID</u> is Arizona school, blank if a non-Arizona school. This information is required only for students who transferred from another Arizona school.
Previous State Code	PREVSTATE	2	C	State in which school attended prior to this school dwells. This information is required only for students who transferred from a school in the United States. <i>See Code Values - States</i>
Register ID	REGISTERID	4	I	Identifier allocated by the district for the attendance reporting unit to which this student is assigned by this school. An example of a reporting unit might be grade level within a school, or a classroom within a grade level. (Taken from ADM reporting bubble sheet, form ADE 41-006B Rev. 7/96.)

## CHANGING ELEMENTS

See the section **How to Change Specific SAIS Elements** at the end of this document for instructions on which transaction should be used to change particular data elements.

The "change" operation is not valid for this transaction.

## MEMBERSHIP TYPE

In the Student Enrollment transaction, the school must specify its role in the student's education. This code is called the Membership Type. Two classifications of Membership Type exist:

- main: the school is responsible for managing the student's curriculum and may or may not provide all of the student's instruction; and
- ancillary: the school provides some instruction for the student, but is not responsible for managing the curriculum.

For further information, see **001.2A.1 Membership Type**.

**ELEMENT OPTIONALITY**

*This table defines whether each element is optional or required for each combination of Membership Type, and Operation Code, and whether the student is new to SAIS (not all but some E3, E6, E11, and E15 enrollments).*

*Note: When conditions state that a change will be made on SAIS, any changeable field on the submitted transaction that does not contain a value — rather, it contains nulls or spaces — will replace the value on SAIS with nulls.*

R: the element is required

X: any value in the submitted element will be ignored

{blank}: the element is optional; a valid value will be captured in SAIS

**Table 1 Enrollment Transaction Element Optionality**

<i>element</i>	<i>add: new student to SAIS, main school</i>	<i>add: existing student in SAIS, main school</i>	<i>add: new student to SAIS, ancillary school</i>	<i>add: existing student in SAIS, ancillary school</i>	<i>delete</i>
Transaction ID	R	R	R	R	R
Vendor Defined Field	X	X	X	X	X
Operation Code	R	R	R	R	R
Entity ID	R	R	R	R	R
School Student ID	R	R	R	R	X
Student ID		R		R	R
First Day of Membership	R	R	R	R	R
Track Number	R	R	R	R	R
Membership Type	R	R	R	R	X
First Name on Legal Document	R	R	R	R	R
Middle Name on Legal Document					
Last Name on Legal Document	R	R	R	R	R
Name Extension on Legal Document					X
Nickname Student Goes By					X
Last Name Student Goes By	R	R	R	R	X
Gender Code	R	R	R	R	X
Ethnicity Code	R	R	R	R	X
Birth Date	R	R	R	R	X
Country of Birth Code	4	4	4	4	X
State of Birth Code	4	4	4	4	X
Foreign Exchange Indicator	R	R			X
Normal Graduation Year	3	3			
Funded District of Residence	R	R	R	R	X
Home Language Code	R	R			X
Responsible Party's First Name on Legal Document	R	R			X
Responsible Party's Last Name on Legal Document	R	R			X
Tribal Name					X
Enrollment Activity Code	R	R	R	R	X

<i>element</i>	<i>add: new student to SAIS, main school</i>	<i>add: existing student in SAIS, main school</i>	<i>add: new student to SAIS, ancillary school</i>	<i>add: existing student in SAIS, ancillary school</i>	<i>delete</i>
Student Membership FTE	R	R	R	R	X
School Membership Share	R	R	R	R	X
Special Enrollment Code	2	2	2	2	X
Tuition Payer Code	R	R	R	R	X
<i>element no longer collected: Neighborhood School Indicator</i>	X	X	X	X	X
Grade Level Code	R	R	R	R	X
Concurrent School Entity ID			R	R	X
Concurrent School Student ID			R	R	X
Previous School Entity ID	1	1	1	1	X
Previous School Student ID					X
Previous State Code					X
Register ID	R	R	R	R	X

1 Previous School Entity ID has predefined code values if the school is an Arizona school.

2 A blank, missing, or null Special Enrollment Code signifies that this is a normal enrollment.

3 Normal Graduation Year is required for all high school students who are not special needs-only students.

4 Country of Birth Code is always required **except if the country is the USA or one of its territories or holdings** (but the values for the USA or its territories or holdings may be submitted).

State of Birth Code is always required **if the country is the USA or one of its territories or holdings**. If the country was not the USA, its territories or holdings, then this field may be left blank OR the code "ZZ" (the value for "not a US state, territory, or Armed Forces or other holding") may be populated here.

**Note on System Message Numbers:** As stated at the beginning of this document in the **General Requirements** chapter, the system messages defined in this document have been changed. A full description of the error message meaning and values may be found in the **Transaction Requirements: System Messages** document.

## 001.1 STEP 1: VERIFICATION

Perform every step in Verification, even if errors are encountered. Report all errors.

### 001.1.1 ALLOWED DATA FORMAT

All submitted data must match the data types defined by SAIS. For example, an element defined as "Date" must have the format of a date, and an element defined as "Logical" (Boolean) must contain 0 or 1. Data types are defined in the transaction definition at the beginning of this section.

If the value in any element does not match the SAIS-defined data type, then:

Report the discrepancy as: **ERROR:** system-message -9009.

**Solution:** Resubmit this transaction, with each element in its allowed format only.

## 001.1.2 ALLOWED CODE VALUES

Some elements have a set of pre-defined allowed values. For these elements SAIS cannot accept a value not in this list. **Table 1 Enrollment Transaction Element Optionality** identifies elements limited to proscribed code values. These values can be found in the "Code Values" table, except for Transaction ID, which varies by transaction, and Operation Code, whose possible values of A, C, and D vary by transaction.

If any element with predefined allowed code values contains an unallowed value, then:

Report the discrepancy using the appropriate error message found in the table below.

Error Msg. #	Error Message
-11023	Unallowed value in element:Membership Type Code
-11024	Unallowed value in element:Enrollment Type Code
-11025	Unallowed value in element:Ethnicity Code
-11026	Unallowed value in element:Country of Birth Code
-11027	Unallowed value in element:State of Birth Code
-11028	Unallowed value in element:Home Language Code
-11029	Unallowed value in element:Enrollment Activity Code
-11030	Unallowed value in element:Student Membership FTE Code
-11031	Unallowed value in element:School Membership Share Code
-11032	Unallowed value in element:Special Enrollment Code
-11033	Unallowed value in element:Tuition Payer Code
-11034	Unallowed value in element:Grade Level Code
-11035	Unallowed value in element:Previous State Code
-11036	Unallowed value in element:Gender Code

**Solution:** Resubmit this transaction with only allowed code values in the appropriate fields.

## 001.1.3 OPERATION CODE

If Operation Code **not** A (add) or D (delete), then:

Report the discrepancy as: **ERROR:** system-message -9000.

**Solution:** Resubmit this transaction with the correct Operation Code.

## 001.1.4 MISSING FIELDS

**Table 1 Enrollment Transaction Element Optionality** identifies whether each field is required or optional. An element's optionality depends on whether the school is a main or ancillary school (Membership Type) and whether the transaction is an add or delete operation (Operation Code).

Depending upon Membership Type and Operation Code, if any required fields are missing, then:

Report the discrepancy using the appropriate error message found in the table below.

Error Msg. #	Error Message
-9001	Missing required element: Operation Code
-9002	Missing required element: SAIS Student ID SAIS Student ID is not required if this is a potentially new student to Arizona (E3, E6, E11, E15) OR if this is the first year this school has been submitting data to SAIS
-9003	Missing required element: First Name on legal document
-9004	Missing required element: Last Name on legal document
-9005	Missing required element: CTDS (Equivalent to Entity ID)

Error Msg. #	Error Message
-9006	Missing required element: School Student ID
-9008	Missing required element: Track Number
-11001	Missing required element: Enrollment Date
-11002	Missing required element: Membership Type
-11003	Missing required element: Last Name at Birth
-11004	Missing required element: Gender Code
-11005	Missing required element: Ethnicity Code
-11006	Missing required element: Birth Date
-11008	Missing required element: Foreign Exchange Indicator
-11009	Missing required element: District of Residence
-11010	Missing required element: Home Language Code
-11011	Missing required element: Responsible Party's First Name
-11012	Missing required element: Responsible Party's Last Name
-11013	Missing required element: School Membership Share
-11014	Missing required element: Tuition Payer Code
-11016	Missing required element: Grade Level Code
-11017	Missing required element: Concurrent School Entity ID
-11018	Missing required element: Concurrent School Student ID
-11019	Missing required element: Student Membership FTE
-11020	Missing required element: Enrollment Activity Code
-11021	Missing required element: Enrollment Type
-11022	Missing required element: Register ID

**Solution:** Resubmit this transaction with information in every required field.

## 001.2 STEP 2: VALIDATION

Perform these edits. After successful completion of each of the following edits (no FATAL or ERROR severity levels) and unless stated otherwise in the following sections, proceed to **001.3 Step 3: SAIS Database Update** to update the SAIS database appropriately.

For validation, take into consideration whether the element is required or optional, based on the submitted values for Membership Type and Operation Code. This is defined in **Table 1 Enrollment Transaction Element Optionality**.

### 001.2.1 ENTITY / LEA

Don't go beyond this point if the LEA does not exist in the system.

**Note that a student must attend — receive instruction — at an LEA that is considered to be a school. In other words, the LEA (identified by **Entity ID**) cannot be a district office.**

If the **Entity ID** not found in the SAIS database, then:

Report the discrepancy as: **ERROR:** system-message-9017.

**Solution:** Resubmit this transaction including the correct Entity ID information.

If this edit ended successfully (no severity level of ERROR), then:

Set SdSchoolMemberships CurrentEntityID from Entity ID.

## 001.2.2 OPERATION CODE

From here on, Validation relies on the Operation Code. Perform one of the remaining sub-steps, depending upon the value of Operation Code.

If Operation Code = A (add), then:

Perform **001.2A Add operation**.

If Operation Code = D (delete), then:

Perform **001.2D Delete operation**.

## 001.2A Add operation

### 001.2A.1 MEMBERSHIP TYPE

Set SdSchoolMemberships RefMembershipTypeID from Membership Type.

As mentioned earlier, Membership Type identifies the school's role in the student's education for this Membership Interval (A detailed discussion of Membership Intervals can be found later in the section for the **Student FTE & Share** transaction.) Two types of Membership Type exist:

**main:** for a single Membership Interval\*, the main school is responsible for managing the student's curriculum and may or may not provide all of the student's instruction); and

**ancillary:** for a single Membership Interval\*, the ancillary school provides some instruction for the student, but is not responsible for managing the curriculum.

*\*Briefly, a Membership Interval is the period of time in this membership during which all funding-related elements remain the same. A membership will typically have one Membership Interval, but may have more than one, if many elements change during the course of that membership. Further discussion of Membership Intervals can be found later in the section for the **Student FTE & Share** transaction.*

Membership Type establishes the primacy of the student's details. Logically, there should not be more than one concurrent "main" school, but because of different districts' submission timetables, SAIS will allow "main" schools to overlap. If the submitted membership is a "main" and the existing concurrent membership is an "ancillary", then the "main" membership's personal information elements take precedence over those already on SAIS.

The following rules apply to membership types.

1. A student may be in membership in 2 or more schools concurrently. In the vast majority of cases, however, a student is in membership in only one school during any one period of time.
2. There may be more than one main school for each Membership Interval for a student.
  - If SAIS receives more than one "main school" membership for a student during a single Membership Interval, we will warn the submitting district upon receipt of all subsequent ones, advising the submitter of the discrepancy.
  - If SAIS receives an "ancillary school" membership transaction for a student without a corresponding main school already on file, we will proceed to process the transaction.

3. During a single fiscal year, SAIS will retain fundamental "student" information only from the most recent main school. These **Personal Elements** are listed below.

First Name on Legal Document	Gender Code	Foreign Exchange Indicator
Middle Name on Legal Document	Ethnicity Code	Home Language Code
Last Name on Legal Document	Social Security Number*	Responsible Party's First Name on Legal Document
Name Extension on Legal Document	Birth Date	Responsible Party's Last Name on Legal Document
Nickname Student Goes By	Country of Birth Code	Tribal Name
Last Name Student Goes By	State of Birth Code	

All remaining elements are **Membership-Related Elements**.

First Day of Membership	Special Enrollment Code	Previous School Entity ID
Track Number	Tuition Payer Code	Previous School Student ID
Enrollment Activity Code	Grade Level Code	Previous State Code
Student Membership FTE	Concurrent School Entity ID	Register ID
School Membership Share	Concurrent School Student ID	

4. For a single Membership Interval, personal information submitted by the student's main school always overrides personal information submitted by the student's ancillary school.

If an "add" operation for an ancillary school membership is processed before that of the main school, all submitted elements would be added to the SAIS database. However, once the main school's submission is received, all elements submitted by this main school will be added to the SAIS database, effectively overriding the earlier settings from the ancillary school.

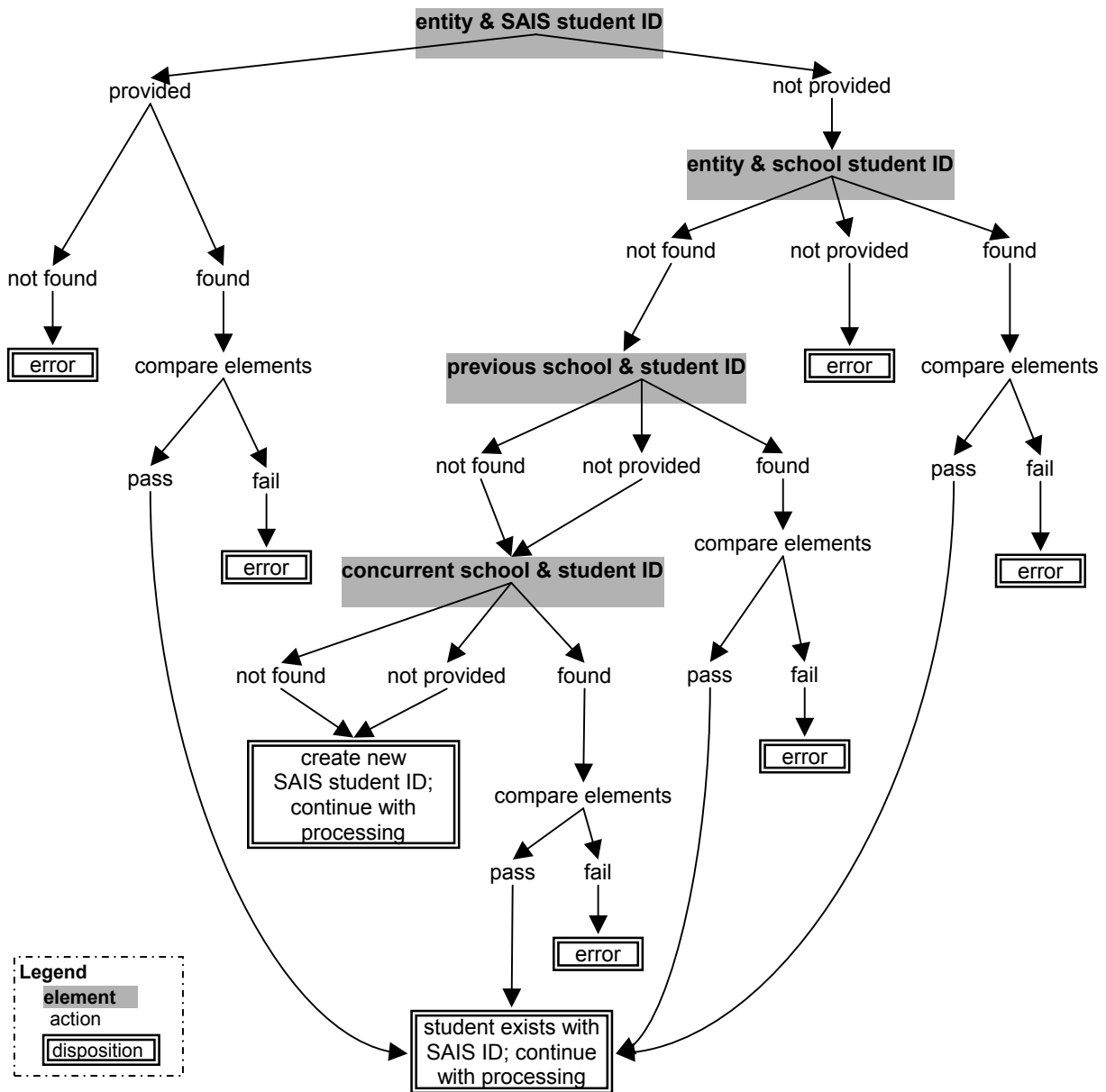
- For instance, if a membership for a main school is received after a membership for that same student (both have the same SAIS ID), but the main school's student Birth Date is different from that on the ancillary, the Birth Date reported by the main school will be added to the SAIS database.
  - If, the reverse occurs, namely that a membership for an ancillary school is received after a membership for a main school, each reporting a different Birth Date, the Birth Date submitted by the ancillary school will be ignored.
5. Critical personal information from the student's ancillary school, when submitted, should match those elements submitted by the main school. When there is a mismatch, the main school's data takes precedence and the ancillary school should be apprised of the discrepancy. These critical elements are:

Gender Code	Birth Date
Ethnicity Code	Funded District of Residence
Social Security Number*	Home Language Code

\* Social Security Number will exist on the SAIS database, although SAIS will not collect it at this time.

## 001.2A.2 STUDENT IDENTIFIERS

## Determining the SAIS Student ID: New Student to SAIS



(MemFig1.gif / image23)

**Figure 1 Determining SAIS Student ID: New Student to SAIS**

The above diagram depicts how to find an existing SAIS Student ID for the **Student Enrollment** transaction.

A new Student Enrollment allows up to four sets of student identifiers on the transaction. If the submitted identifiers\* point to different students on the SAIS database, SAIS will reject the transaction.

\* Except for previous student information; see **001.2A.2.3 Previous school student information**.

Note the following difference between the process for New Membership (defined as students new to the Arizona SAIS system — some, but not all, **Student Enrollment** transactions with Enrollment Activity Code = E3, E6, E11, and E15) and that for all other transactions.

- Optionality of identifiers.

<i>element</i>	<i>description</i>	<i>Student Enrollment transaction for New Membership</i>	<i>all other transactions</i>
<u>School Student ID</u>	school-generated student identifier	required	optional
<u>Student ID</u>	ADE-generated student identifier	optional	required

- A new SAIS-generated student identifier (Student ID) can only ever be generated for a New Membership. As stated above, a New Membership would be a student with an Enrollment Activity Code of E3 or E6; some E11's or E15's might be eligible as well (if he or she was never a student in Arizona before going to the detention facility).
- The SAIS-generated student identifier is required for the **Student Enrollment** when Enrollment Activity Code is not E3 or E6 or E11 or E15 and the student is not new to Arizona.
- The SAIS-generated student identifier is required for all other transactions not covered above.
- Only **Student Enrollment** collects previous school information.
- Only **Student Enrollment** collects concurrent school information.

#### 001.2A.2.1 SAIS STUDENT ID

Student ID is the ADE-generated SAIS student identifier. It is an optional field in this transaction and should not contain information if the student has never previously been in membership in the Arizona school system. When the submitting entity has populated this field but that information is not found in the SAIS student database, SAIS should reject the transaction and advise the submitter of the discrepancy. Additionally, if the field is populated but the corresponding student in the SAIS student database is an obvious mismatch with the submitted elements, SAIS must advise the submitter of that fact without divulging any identifying information about the other student. The notion of the restriction here is to subdue generation of a new student ID, deterring duplicate student information and, more importantly, to protect the identity and privacy of every student reported to ADE.

**Note:** The SAIS Student identifier should be present in all transactions other than New Membership **Student Enrollment**. Whenever it is missing, ADE will advise the LEA, who must then investigate why the SAIS identifier is not being used.

If Student ID has been submitted then

Get the **most recent occurrence** of this Student ID on the SAIS database.

If there is a main and one or more ancillary memberships for the same Membership Interval, get the main membership.

If the ID is **not** found in the SdStudents table, then:

Report the discrepancy as: **ERROR:** system-message -9010.

**Solution:** Resubmit this transaction, with the correct SAIS Student ID.

Else, if the ID **is** found in the SdStudents table, then:

Perform **Compare students**, in the **Transaction Requirements: Integrity Checking Processes** document, using submitted elements and the SAIS database's most recent student catalogue of characteristics.

If the student described in this transaction does **not** match the student identified by this Student ID in the SAIS database, then:

Report the discrepancy as: **ERROR:** system-message -9011.

**Solution:** Resubmit this transaction, with the correct SAIS Student ID.

*DO NOT CONTINUE*

Else, if there **is** a match, then:

If there are only non-essential discrepancies between the other membership and this one,  
*Issue an informational message*

Report the possible discrepancy as: **INFORMATION:** system-message -411012.

If this edit ended successfully (no severity level of ERROR), then:

Set SdStudents ID from Student ID.

Else, If Student ID has **NOT** been submitted and Activity Code is **NOT** = E3 or E6 or E11 or E15

Report the discrepancy as: **ERROR:** system-message -11053.

**Solution:** Resubmit this transaction, with the correct SAIS Student ID.

#### 001.2A.2.2 SCHOOL STUDENT ID

*Processing for this section is similar to that performed above in **001.2A.2.1 SAIS Student ID**, making the following substitutions:*

- *Instead of system-message -9010, use system-message -11054.*
- *Instead of system-message -9011, use system-message -11040.*
- *Use system-message -411012 again here.*

*The steps required are described below.*

1. *Check SAIS for prior existence of Entity + School Student ID. Get the most recent row.*
  - Case a. If the submitted Entity ID + School Student ID is found on SAIS, do a comparison between the submitted elements and those on SAIS.*
  - Case b. If the submitted Entity ID + School Student ID does not already exist in SAIS, a "no hit" is okay. There is nothing to compare – there is no prior evidence of this student on SAIS.*
2. *Complete this validation depending upon the outcome of Step 1.*
  - Case a. If SAIS student ID does not already exist in SAIS, then:*
    - If Student ID (the SAIS-generated student identifier) was not submitted:*
      - Set a flag to issue a new SAIS student identifier at the end of processing provided there are no severity level ERRORS (process **001.3A Add Enrollment**).*
    - Case b. if the matching between the submitted elements and those found on SAIS failed, Issue an error.*

If this edit ended successfully (no severity level of ERROR), then:

Set SdSchoolMemberships SchoolStudentID from School Student ID.

#### 001.2A.2.3 PREVIOUS SCHOOL STUDENT INFORMATION

- Previous School Entity ID should identify the most recent other Arizona school this student attended.
- Previous School Student ID should contain the student ID assigned by the school listed in Previous School Entity ID.

*Neither Previous School Entity ID nor Previous School Student ID will be populated to the SAIS database. When a previous school is an Arizona school, **these two elements are used only to find the previous SAIS student identifier** if one has already been issued. When the previous school is outside Arizona, these elements have no relevance to SAIS.*

- Previous State Code identifies the state in which the most recent other school this student attended is located.

*Previous State Code is used for mobility studies done by ADE's Research & Evaluation group. It will be populated on SAIS.*

If only **ONE OF** Previous School Entity ID and Previous School Student ID was submitted, then:

Report the discrepancy as: **WARNING:** system-message -211003.

**Solution:** If there is previous school student information history, a **Student Payer Factors** transaction with the correct Previous School Entity ID and the Previous School Student ID can be submitted, but this information is optional.

*If the student previously attended school in Arizona, we will attempt to find the SAIS ID issued to this student based on the previous school student information provided here.*

If Previous State Code was not submitted

Set Previous State Code to "ZZ".

If Previous State Code = AZ

If Previous School Entity ID and Previous School Student ID have both been submitted, then:  
*together, these conditions signify that the previous school is inside Arizona*

If Previous School Entity ID is **not** found in the Student database, then:

*Arizona school not on SAIS database*

Report the discrepancy as: **WARNING:** system-message -211008.

**Solution:** A **Student Membership Change** transaction with the correct Previous School Entity ID, Previous School Student ID, and, possibly, Previous State Code, should be submitted.

Else, if Previous School Entity ID + Previous School Student ID is **not** found in the Student database, then:

*student not found on SAIS database*

Report the possible discrepancy as: **WARNING:** system-message -211001.

**Solution:** A **Student Payer Factors** transaction, with the correct Previous School Entity ID, Previous School Student ID, and, possibly, Previous State Code, should be submitted.

*If there is not a reasonable match, report back to the school that their new student doesn't match an existing student in SAIS without divulging information on the existing student. If there is a reasonable match, use the existing SAIS student ID. If there is not a reasonable match OR if there is no previous student, generate a new SAIS ID. For further information, see section **Compare students** in the **Transaction Requirements: Integrity Checking Processes** document.*

Else, if Previous School Entity ID + Previous School Student ID is found, then:

Get the most recent occurrence

*SAIS must attempt to verify that the student in this new transaction is the same person as the student with that School Student ID already on SAIS. SAIS will do a reasonability check on birth, gender, etc.*

Perform **Compare students** (see above note) using the SAIS student ID.

If the submitted details **match** the existing student's details on the SAIS database,

Use the existing SAIS student ID {STUDENTID} for this submitted transaction

Report this as: **INFORMATION:** system-message -411001.

Else if the submitted details **DO NOT match** the existing details on SAIS,

Report the possible discrepancy as: **WARNING:** system-message -211002

If all remaining edits end successfully (no **ERRORs** or **FATALs**),

Set a flag to issue a new SAIS student identifier at the end of processing provided there are no severity level **ERRORs** (process **001.3A Add Enrollment**).

If this edit ended successfully (no severity level of **ERROR**), then:

If Previous State Code is not "ZZ"

*Note: Previous State Code was already verified in Step 1: **001.1.2 Allowed code values**.*

Set SdSchoolMemberships PrevStateID from Previous State Code.

#### 001.2A.2.4 CONCURRENT STUDENT INFORMATION

*Concurrent school information consists of the following elements.*

- *Concurrent School Entity ID should identify another Arizona school this student attends at the same time as this submitted membership. If the student is in membership in more than two Arizona schools concurrent with this submitted Student Enrollment, then Concurrent School Entity ID should contain the most significant other Arizona school the student attends concurrently.*
- *Concurrent School Student ID should contain the student ID assigned by the school identified in Concurrent School Entity ID.*

*Neither Concurrent School Entity ID nor Concurrent School Student ID will be populated to the SAIS database. These two elements are used to find the previous SAIS student identifier if one has already been issued, to verify that the two memberships refer to the same person, and to establish the primacy of the student's details, which is driven by Membership Type (e.g., if the submitted membership is a "main" and the existing concurrent membership is an "ancillary", then the submitted membership's personal information elements take precedence over those already on SAIS; for additional information, see section **001.2A.1 Membership Type**).*

*Processing for this section is similar to that performed above in **001.2A.2.3 Previous school student information**, making the following substitutions:*

- *Instead of system-message -211008, use system-message -211004.*

- *Instead of system-message -211001, use system-message -211005.*
- *Instead of system-message -411001, use system-message -411002.*
- *Instead of system-message -211002, use system-message 211006.*
- *Instead of system-message -211003, use system-message -211007.*

*The steps required are described below.*

1. *Check SAIS for prior existence of concurrent entity + concurrent school student ID. Get the most recent row.*
  - Case a. If the submitted concurrent entity + concurrent school student ID is found on SAIS, do a comparison between the submitted elements and those on SAIS.*
  - Case b. If the submitted concurrent entity + concurrent school student ID does not already exist in SAIS, a "no hit" is okay. There is nothing to compare – there is no prior evidence of this student on SAIS.*
2. *Complete this validation depending upon the outcome of Step 1.*
  - Case a. If SAIS student ID does not already exist in SAIS, then:*
    - If Student ID (the SAIS-generated student identifier) was not submitted:*
      - Set a flag to issue a new SAIS student identifier at the end of processing provided there are no severity level ERRORS (process **001.3A Add Enrollment**).*
    - Case b. if the matching between the submitted elements and those found on SAIS failed, Issue an error.*

If this edit ended successfully (no severity level of ERROR), then:

Set SdSchoolMemberships SchoolStudentID from School Student ID.

### 001.2A.3 MEMBERSHIP SCENARIOS

The following cases illustrate just some of the different scenarios that will occur with memberships with regard to student identifiers.

Case 1: Last SAIS row has an earlier fiscal year than the submitted First Day of Membership. This is a new membership.

Populate all remaining elements: Personal Elements (see **001.2A.1 Membership Type**, item 3) and Membership Elements (see **001.2A.1 Membership Type**, item 3)

Case 2: New transaction is a "main" membership and another "main" membership already exists on SAIS for this student this fiscal year.

Report the discrepancy as: **WARNING:** system-message -11052 and **WARNING:** system-message -211011.

Populate all remaining elements: Personal Elements and Membership Elements.

**Solution:** There are many possibilities. If the SAIS row is for the wrong student, it must be deleted and resubmitted for the correct student. If the submitted transaction's student identifiers, or First Day of Membership is wrong, this information must be deleted and this transaction resubmitted. If the submitted transaction's Membership Type or the SAIS row's Membership Type is incorrect, this information can be corrected by using a **Student Membership Change** transaction to fix the appropriate data.

Case 3: Membership received after previous membership and withdrawal for this fiscal year. This is OK except it should be a **Student Readmission**; submitter sent more information than required.

Populate all remaining elements: Personal Elements and Membership Elements.

Case 4: Membership received after previous membership in the same school for this fiscal year. No withdrawal on file for previous membership.

Report the discrepancy as: **ERROR:** system-message -11052.

Populate all remaining elements: Personal Elements and Membership Elements.

**Solution:** If the SAIS row is for the wrong student, it must be deleted and resubmitted for the correct student. If the submitted transaction's student identifiers, Membership Type or First Day of Membership is wrong, this information must be deleted and this transaction resubmitted.

Case 5: Membership received for a more recent First Day of Membership than already on SAIS for the same fiscal year. Submitted membership is an ancillary school. Membership on SAIS is a main school.

Personal information from an ancillary school does not take precedence over that from a main school. Update only the membership-related elements.

If any of the submitted personal information elements are different than those on file, SAIS will issue an informational message stating that ancillary school's elements were not applied since a main school already exists on SAIS for the fiscal year.

Case 6: Retroactive membership for main school received. Main school membership is already on SAIS for this fiscal year, but for a more recent First Day of Membership.

Transaction will be rejected. Retroactive memberships in an existing school are not accepted by SAIS, as this would cause an overlapping membership since the withdrawal date cannot be specified on the Student Enrollment transaction. The later membership would have to be deleted, and both memberships resubmitted in the order in which they occurred.

Case 7: Membership for main school received. A membership is already on SAIS for the fiscal year, but for an earlier First Day of Membership.

Personal information from the most recent main school in a fiscal year takes precedence. Populate all remaining elements: Personal Elements and Membership Elements.

Case 8: Retroactive membership received that is from an earlier fiscal year than the most recent membership on SAIS.

Personal information from an earlier fiscal year does not take precedence over that from a later fiscal year. Update only the Membership Elements, provided the fiscal year fits the criteria stated in section **Changes to prior years' data** in chapter **Enrollment Requirements**.

Case 9: Membership received that is from a more recent fiscal year than the most recent membership on SAIS.

Personal information from the most recent fiscal year takes precedence, regardless of school type. Populate all remaining elements: Personal Elements and Membership Elements.

#### 001.2A.4 TRACK NUMBER

Set the temporary element **Fiscal Year** for use throughout the remaining validations.

Set **Fiscal Year** to the fiscal year identified by the First Day of Membership.

*If the school has more than one track for the fiscal year of this membership, the track in which this student is enrolled must be identified.*

If Track Number is **not** submitted

If school has more than one track for this **Fiscal Year** then:

*Track Number is missing*

Report the discrepancy as **ERROR:** system-message -9008.

**Solution:** Resubmit this transaction including the valid Track Number.

Else, if school has **zero or one** track for this **Fiscal Year**:

If First Day of Membership < the first day OR > the last day of school for this school, then:

Report the discrepancy as **ERROR:** system-message -9016.

**Solution:** Resubmit this transaction including the valid First Day of Membership.

Else, if Track Number is submitted

If Track Number is not valid for this Entity ID for this **Fiscal Year** then:

*not a valid Track Number for this school during this school year*

Report the discrepancy as **ERROR:** system-message -9007.

**Solution:** Resubmit this transaction including the valid Track Number.

*The First Day of Membership must be within the school's calendar for the fiscal year of this transaction. If the school has more than one track, the date must fall within the calendar for the stated Track Number for the year.*

If (First Day of Membership < the LEA's school year start date OR > the LEA's school year end date) for this Track Number for this **Fiscal Year** then:

Report the discrepancy as **ERROR:** system-message -9016.

**Solution:** Resubmit this transaction including the valid First Day of Membership.

If this edit ended successfully (no severity level of ERROR), then:

Set SdSchoolMemberships TrackNumber from Track Number.

#### 001.2A.5 FIRST DAY OF MEMBERSHIP

If First Day of Membership is not a valid session day (for this Track Number), then:

*LEA has submitted a membership starting on an invalid date.*

Report the discrepancy as: **ERROR:** system-message -9016.

**Solution:** Fix the calendar or let this reject and resubmit with the correct membership date.

## 001.2A.5.1 FIRST DAY OF MEMBERSHIP / CALENDAR

*Determine if this transaction is for the current fiscal year or a previous fiscal year. If LEA has submitted a transaction for a previous fiscal year, issue an informational message.*

If First Day of Membership < current fiscal year start (for this Track Number), then:

*LEA has submitted a transaction for a prior fiscal year.*

Report the possible discrepancy as: **INFORMATION:** system-message -411003.

**Solution:** None required.

Else, if First Day of Membership > current fiscal year end (for this Track Number), then:

*LEA has submitted a transaction for a future fiscal year: this is not allowed in SAIS.*

Report the discrepancy as: **ERROR:** system-message -11044.

**Solution:** If the First Day of Membership is in error, this transaction must be resubmitted with the correct First Day of Membership. If the First Day of Membership is correct, the submitter must wait to submit this transaction until after the correct fiscal year has begun.

## 001.2A.5.2 FIRST DAY OF MEMBERSHIP / VALID MEMBERSHIP

*Note: Membership dates for {Entity ID + SAIS ID + Track Number} cannot overlap. This will reject with an error. Logically, the only time this problem can occur is when an SAIS receives for the same student with {key noted above}: A) an membership "add" operation; B) a withdrawal "add" operation; C) a readmission "add" operation; D) a withdrawal "delete" operation.*

*Perform this section for current and past memberships (i.e., only if the SdSchoolMemberships EntryDtm is not dated in the future).*

*A new membership requires that there be no existing membership on file for this student during the **Fiscal Year** specified by the First Day of Membership. If a **Student Enrollment** transaction has been submitted when a **Student Readmission** is more appropriate, SAIS will accept the transaction, provided the submitted First Day of Membership is more recent than the membership already on SAIS for the relevant **Fiscal Year**.*

Find **all** SdSchoolMemberships for (Entity ID + Student ID {+ Track Number} + {**Fiscal Year** of First Day of Membership}).

Perform the following edit for every SdSchoolMemberships that was found above.  
*A prior membership or readmission exists.*

If SdSchoolMemberships EntryDtm is **the same as** this First Day of Membership, then:

*duplicate membership/readmission has been submitted.*

Report the discrepancy as: **ERROR:** system-message -11043

**Solution:** If the First Day of Membership is incorrect, resubmit this transaction with the correct information.

Else, if SdSchoolMemberships EntryDtm is **more recent than** the First Day of Membership, then:

*the submitted membership is retroactive to an membership already on SAIS for the fiscal year*

Report the discrepancy as: **ERROR:** system-message -11045.

**Solution:**

- If this First Day of Membership is correct, the more recent membership on SAIS must be deleted and this transaction resubmitted.
- If the First Day of Membership on SAIS is incorrect, that must be deleted. Then, the first of these memberships must be resubmitted, followed by the next most recent.

Else, if SdSchoolMemberships EntryDtm is **earlier than** the First Day of Membership, then:

*the submitted membership is subsequent to one already on SAIS for the fiscal year; this transaction should be a readmission, not an membership*

If SdWithdrawals is **not** found for this earlier membership, then:

*no withdrawal found for the prior membership on SAIS; it's still active*

Report the discrepancy as: **ERROR:** system-message -11047.

**Solution:** Submit the **Student Withdrawal** to create the required condition on SAIS to precede this membership. Then resubmit this transaction after that has been done.)

Else, if SdWithdrawals **is** found for this earlier membership, then:

*withdrawal was found for the prior membership on SAIS*

Set a flag for edit **001.2A.11 Enrollment Activity Code** to issue warning that this Enrollment Activity Code should probably be one relevant to a readmission.

**001.2A.5.3 SET FIRST DAY OF MEMBERSHIP**

If the above 2 edits both ended successfully (no severity level of ERROR), then:

Set SdSchoolMemberships EntryDtm from First Day of Membership.

**001.2A.6 LEA / GRADE COMBINATION**

*Offered grade information is the responsibility of each LEA who, via a WEB interface provided by ADE, should identify what grade levels they teach.*

*Validate in the Student database that this LEA offers the specified grade level. The submitted transaction cannot be processed if the grade is not offered at this LEA.*

If Grade Level Code **not** found in EnEntityInstruction for this EntityID and **Fiscal Year**, then:

*This LEA does not offer or is not allowed to teach this grade.*

Report the discrepancy as: **ERROR:** system-message -11048.

**Solution:** If the new grade level is incorrect, this transaction must be resubmitted with the correct information. If the LEA actually does offer this grade in the **Fiscal Year**, the EnEntityInstruction table must be fixed and then this transaction may be resubmitted.

## 001.2A.7 AGE / GRADE COMBINATION

Age/grade discrepancies generate informational messages only during the transaction processing stage. Since birth date changes are submitted separately from grade changes, we must allow anomalies to exist simply to get the correct information into the database. (For example, say SAIS rejects a birth date change because it creates grade/age anomalies for memberships for this student already on the SAIS database, then SAIS also would reject the grade change because it too creates grade/age anomalies for these same memberships.)

For example, if entry date is less than the earliest birth date for funding eligibility, SAIS will accept those dates and only include eligible days when calculating ADM. Grade, age, and date of entry to the country will be synchronized later before the funding process. See the section **Synchronize grade/age** in the **Integrity Checking Processes** document for details.

The statutes relevant to age issues are quoted below.

**ARS § 15-771** Preschool programs for handicapped children; definition

*F. For purposes of this section, "preschool child" means a child who is at least three years of age but who has not reached the age required for kindergarten (1). A preschool child is three years of age as of the date of the child's third birthday (2). The governing board of a school district may admit otherwise eligible children who are within ninety days of their third birthday, if it is determined to be in the best interest of the individual child. Children who are admitted to programs for preschool children prior to their third birthday are entitled to the same provision of services as if they were three years of age. The governing board of a school district is not eligible for state or federal funding for a child who is admitted prior to the child's third birthday until the date of the child's third birthday.*

**ARS § 15-821** Admission of children; required age

*C. If a kindergarten program is maintained, a child is eligible for admission to kindergarten if the child is five years of age. A child is deemed five years of age if the child reaches the age of five **before September 1 of the current school year** (3). A child is eligible for admission to first grade if the child is six years of age. A child is deemed six years of age if the child reaches the age of six **before September 1 of the current school year** (4). The governing board may admit children who have not reached the required age as prescribed by this subsection if it is determined to be in the best interest of the children. For children entering the first grade, such determination shall be based upon one or more consultations with the parent, parents, guardian or guardians, the children, the teacher and the school principal. Such children must reach the required age of five for kindergarten and six for first grade by January 1 of the current school year.*

**Note:** SAIS does not capture information to prove the underlined portions of 15-771.F. and 15-821.C. above. Therefore, for each child in grade PS, KG or 01 who is admitted underage as an exception in accordance with those underlined portions above, the district must be prepared prove to auditors that this early admission was in the best interest of the child.

- Use the **Fiscal Year** identified in the earlier edit **001.2A.4 Track Number**.
- Use the Track Number for schools having more than one track during the relevant **Fiscal Year**.

- Calculate the **age-to-school-start** in whole months. If this membership occurred after the regular school year start, calculate the child's age not on the school year start date but on the child's First Day of Membership.

*If this membership occurred after the regular school year start, calculate the child's age on the date of membership.*

If First Day of Membership is > the LEA's school year start date for the relevant **Fiscal Year**, then:

$$\text{age-to-school-start} = \text{Birth Date} - \text{First Day of Membership.}$$

*If this membership occurred after the regular school year start, calculate the child's age on the school year start date for the Track Number specified in the transaction.*

Else,

$$\text{age-to-school-start} = \text{Birth Date} - \text{the school year start date for the relevant Fiscal Year.}$$

- Calculate the **age-to-Sept-1<sup>st</sup>** in whole months. First Day of Membership is irrelevant to this calculation.  

$$\text{age-to-Sept-1}^{\text{st}} = \text{Birth Date} - \text{September 1}^{\text{st}} \text{ of the relevant Fiscal Year.}$$
- Calculate the **age-to-Jan-1<sup>st</sup>** in whole months. First Day of Membership is irrelevant to this calculation.  

$$\text{age-to-Jan-1}^{\text{st}} = \text{Birth Date} - \text{January 1}^{\text{st}} \text{ of the relevant Fiscal Year.}$$

**(1) Student must be less than 5 years old by September 1<sup>st</sup> to attend Preschool. Otherwise, student will not generate funding.**

If Grade Level Code = preschool then

If **age-to-Sept-1<sup>st</sup>** > 60 months then [ARS § 15-821.C]

Report the discrepancy as **INFORMATION:** system-message -411004.

**(2) Student must be at least 3 years minus 3 months old by his First Day of Membership to attend Preschool. Otherwise, student will not generate funding.**

If Grade Level Code = preschool then

If **age-to-school-start** < 33 months [ARS § 15-771.F], then:

Report the discrepancy as **INFORMATION:** system-message -411005.

*For preschoolers, only those who are currently receiving services for a Special Education Group B disability are eligible to generate funding. Since SAIS will not know the student's current Needs at this point, the Preschool handicapped validation be performed in Integrity, after districts begin submitting the Needs data to SAIS and before ADM is calculated.*

**(3) Student must be at least 5 years old before January 1<sup>st</sup> of the current school year to attend Kindergarten. Otherwise, student will not generate funding.**

If Grade Level Code = kindergarten then

If **age-to-Jan-1<sup>st</sup>** =< 60 months then [ARS § 15-821.C]

Report the discrepancy as **INFORMATION:** system-message -411006.

**(4) Student must be at least 6 years old before January 1<sup>st</sup> of the current school year to attend grades higher than Kindergarten. Otherwise, student will not generate funding. Exception: A KG-age child MAY receive ADM funding for grade UE if he's got an active SPED Group B service; this validation is not done in transaction processing, but in Integrity Checking.**

If Grade Level Code >= first grade (but not UE) then

If **age-to-Jan-1<sup>st</sup>** =< 72 months then [ARS § 15-821.C]

Report the discrepancy as **INFORMATION:** system-message -411007.

If this **Student Enrollment** is generating a completely new student on the SAIS database, then:

*the flag was set in **001.2A.2.2 School Student ID** or in **001.2A.2.3 Previous school student information**.*

continue processing.

Else, if this **Student Enrollment** is already on the SAIS database, then:

*the student already exists on the SAIS database*

If the submitted Birth Date is different from the SdStudents BirthDate, then:

Report the discrepancy as **ERROR**: system-message -11046.

**Solution:**

- If the birth date on SAIS is incorrect, a **Student Personal Information** transaction including the correct Birth Date must be submitted, then this **Student Enrollment** transaction may be processed.
- If the birth date on SAIS is correct, this **Student Enrollment** transaction may be resubmitted with the correct Birth Date.

If both this edit and the edit in **001.2A.6 LEA / grade combination** ended successfully (no severity level of ERROR), then:

Set SdGradeMemberships RefGradeID from Grade Level Code

Set SdStudents BirthDate from Birth Date

Set SdGradeMemberships StartDtm from First Day of Membership

Set SdGradeMemberships FiscalYear from Fiscal Year calculated in **001.2A.4 Track Number**.

*Note on setting prior SdGradeMemberships EndDtm. Since this is an enrollment or readmission, there is no need to "close out" any prior grade membership for this student during this timeframe, because none will exist on file.*

If Grade Level Code is "KG" or "01" and Birth Date falls between September 2<sup>nd</sup> and January 1<sup>st</sup>,

*This child did not reach the normally required admission age by September 1<sup>st</sup>, so he must be an exception; district must be able to justify in an audit that this child met the exception criteria as identified in ARS §821.C*

Report the possible discrepancy as **INFORMATION**: system-message -411015.

**Solution:** None required.

## 001.2A.8 COUNTRY &amp; STATE OF BIRTH

*Both Country of Birth Code and State of Birth Code are optional. If Country of Birth Code is not provided, ADE will assume that the student was born in the United States. State of Birth Code may be populated, only it is a valid value for a state or territory of the United States as recognized by the United States Postal Service (the table used by ADE appears in the **Data Transaction Code Values** document).*

Ignore this edit if this is an ancillary school membership.

If Country of Birth Code has **not** been submitted then

Set Country of Birth Code to "US".

*("US" is the value for the United States of America)*

If State of Birth Code has **not** been submitted then

Set State of Birth Code to "ZZ".

*("ZZ" is the value for "Not a US state, territory, or Armed Forces or other holding".)*

If Country of Birth Code contains "US" or "UM"

*("UM" is the value for the United States Minor Outlying Islands)*

If State of Birth Code is "ZZ" then

*submission shows that the student was born in the USA but the submitted state is not a US state, territory, or holding*

Report the discrepancy as: **ERROR:** system-message -11007.

**Solution:** This transaction including the correct combination of Country of Birth Code and State of Birth Code must be submitted.

Else, if Country of Birth Code contains **any value other than** "US" or "UM"

If State of Birth Code contains **any value other than** "ZZ" then

*submission shows that the student was born outside the USA (including its states, territories and holdings) BUT then shows that the student was born in a US state, territory, or holding*

Report the discrepancy as: **ERROR:** system-message -11037.

**Solution:** This transaction including the correct combination of Country of Birth Code and State of Birth Code must be submitted.

If this edit ended successfully (no severity level of ERROR), then:

Set SdStudents RefCountryBirthID from Country of Birth Code

Set SdStudents RefStateBirthID from State of Birth Code

## 001.2A.9 STUDENT MEMBERSHIP FTE

For more information on the Student Membership FTE and School Membership Share, see the section on the **Student FTE & Share** transaction.

If Student Membership FTE < 1.0, then:

*Note: This might not be an error; if it is a discrepancy, it will be cleared up later. See section **Synchronize FTE & Share** in the **Transaction Requirements: Integrity Checking Processes** document.*

Report the possible discrepancy as: **INFORMATION:** system-message -411008.

**Solution:** If the student's full-time equivalency is incorrect as submitted here, a **Student FTE & Share** transaction must be submitted with the correct Student Membership FTE information.

Set temporary element called "**Full-Time**", representing the maximum full-time equivalency value allowed for this student, given the schools he attends during this membership time frame.

- If any of the concurrent memberships are for a vocational technological district (e.g., EVIT or NAVIT) or for a vocational technology-participating district (e.g., Mesa Unified School District), set **Full-Time** to 1.25.
- For all other combinations, set **Full-Time** to 1.00.

Calculate temporary element called "**FTE-sum**", the student's total FTE for all memberships during this membership time frame.

- Get all SdMembershipFTEShare related with all SdStudentMemberships concurrent with this membership's Membership Interval.
- Calculate **FTE-sum** as the sum of all Student Membership FTE's for all of the SdMembershipFTEShare identified above.

If **FTE-sum** > **Full-Time**, then:

*Note: This might not be an error; if it is a discrepancy, it will be cleared up later. See section **Synchronize FTE & Share** in the **Transaction Requirements: Integrity Checking Processes** document.*

Report the discrepancy as: **INFORMATION:** system-message -411009.

**Solution:** If the student's full-time equivalency is incorrect as submitted here, a **Student FTE & Share** transaction must be submitted with the correct Student Membership FTE information.

If this edit ended successfully (no severity level of ERROR), then:

Set SdMembershipFTEShare RefMembershipPortionID to "FTE"

Set SdMembershipFTEShare Portion from Student Membership FTE

Set SdMembershipFTEShare StartDtm from First Day of Membership

Set SdMembershipFTEShare FiscalYear from **Fiscal Year** calculated in **001.2A.4 Track Number**.

*Note on setting prior SdMembershipFTEShare EndDtm. Since this is an enrollment or readmission, there is no need to "close out" any prior FTE for this student during this timeframe, because none will exist on file.*

## 001.2A.10 SCHOOL MEMBERSHIP SHARE

For more information on the Student Membership FTE and School Membership Share, see the section on the **Student FTE & Share** transaction.

If School Membership Share < 1.0, then:

*Note: This might not be an error; if it is a discrepancy, it will be cleared up later. See section **Synchronize FTE & Share** in the **Transaction Requirements: Integrity Checking Processes** document.*

Report the possible discrepancy as: **INFORMATION:** system-message -411011.

**Solution:** If the funding portion this school should receive from this membership is incorrect, a **Student FTE & Share** transaction must be submitted with the correct School Membership Share information.

Calculate temporary element called "**Share-sum**", representing the overall funding shares claimed by the schools this student is attending during this membership time frame.

- Get all SdMembershipFTEShare related with all SdStudentMemberships concurrent with this membership's Membership Interval.
- Calculate **Share-sum** as the sum of all School Membership Share's for all of the SdMembershipFTEShare identified above.

If the sum of all School Membership Share's concurrent with this membership is **not** 1.0, then:

*Note: This might not be an error; if it is a discrepancy, it will be cleared up later. See section **Synchronize FTE & Share** in the **Transaction Requirements: Integrity Checking Processes** document.*

Report the discrepancy as: **INFORMATION:** system-message -411010.

**Solution:** If the student should be full-time in this school, a **Student FTE & Share** transaction must be submitted with the correct School Membership Share information.

If this edit ended successfully (no severity level of ERROR), then:

Set SdMembershipFTEShare RefMembershipPortionID to "Share"  
Set SdMembershipFTEShare Portion from School Membership Share  
Set SdMembershipFTEShare StartDtm from First Day of Membership  
Set SdMembershipFTEShare FiscalYear from **Fiscal Year** calculated in **001.2A.4 Track Number**.

*Note on setting prior SdMembershipFTEShare EndDtm. Since this is an enrollment or readmission, there is no need to "close out" any prior Share for this student during this timeframe, because none will exist on file.*

## 001.2A.11 ENROLLMENT ACTIVITY CODE

**ER/WR (Register Transfers)**

Enrollment/Withdrawal Codes of ER/WR are not accepted by SAIS. To notify ADE when a student moves from one register another during a single school year, use the **Student Grade Transfer** transaction.

[Some schools use Register ID to identify students in a self-contained setting, so they can determine whether a student is funding-generating or not (e.g., preschool students only generate funding for ADM if they are placed in a self-contained setting). ADE has no way to know which Register IDs reflect funding situations and which ones do not.]

In SAIS, regardless of the Register ID the child is assigned to, his Tuition Payer Code must reflect whether he is funding-generating (code value 1) or not funding-generating (code value 2) for every day of his membership. This is accomplished with the **Student Payer Factors** transaction.

*The following edit should be done when adding an membership row.*

If the readmission flag was set earlier in the edit **001.2A.5.2 First Day of Membership / valid membership**, then:

*If student was previously in membership in and withdrawn from this same school during this school year, this should be a readmission.*

If the SdWithdrawals RefExitActivityID is eligible for a readmission, then:

Report the discrepancy as: **WARNING:** system-message -211009

**Solution:** Change the Enrollment Activity Code to a Readmission Activity Code using a **Student Membership Change** transaction.

If the SdWithdrawals RefExitActivityID is not eligible for a readmission, then:

Report the discrepancy as: **ERROR:** system-message -11049

**Solution:** Change the previous Withdrawal Activity Code using a **Student Withdrawal** transaction and then resubmit this transaction (preferably as a readmission, not an original membership).

Else, if Enrollment Activity Code is **not** a value relevant to original membership (see the Activity Codes starting with an "E" in the **Transaction Requirements Code Values** document), then:

Report the discrepancy as: **ERROR:** system-message -11038

**Solution:** Resubmit this transaction with the correct Enrollment Activity Code.

If this edit ended successfully (no severity level of ERROR), then:

Set SdSchoolMemberships RefEntryActivityID to Enrollment Activity Code.

**001.2A.12 DOR, TUITION PAYER, & SPECIAL ENROLLMENT**

Each of these elements has a strong bearing on the others. Of these, Special Enrollment Code is the only optional element. The vast majority of student memberships will have no special enrollment as defined in SAIS (as of 7/1/1999, values are CEC-A, CEC-B, and open enrollment). The relevant statutes for these elements are referenced or excerpted below. Further information can also be found at the end of this document, in section **Synchronize DOR, tuition payer, and special enrollment**, located in the **Transaction Requirements: Integrity Checking Processes** document.

**ARS §15-824.A** is the relevant statute for special enrollments. The entire statute can be found in the section referred to above.

**ARS §15-824.E** is the relevant statute for tuition payers. The entire statute can be found in the section referred to above.

**ARS §15-823.C** is the relevant statute for governing boards.

ARS §15-823 Admission; residents of other school districts; nonresidents of this state; tuition

C. The governing board shall admit children who are residents of the United States but are nonresidents of this state without payment of tuition if evidence indicates that the child's physical, mental, moral or emotional health is best served by placement with a grandparent, brother, sister, stepbrother, stepsister, aunt or uncle who is a resident within the school district, unless the governing board determines that the placement is solely for the purpose of obtaining an education in this state without payment of tuition.

**ARS §15-823.D** is the relevant statute for foreign students.

ARS §15-823 Admission; residents of other school districts; nonresidents of this state; tuition

D. The governing board may admit nonresident foreign students who are in exchange programs without payment of tuition or as it may otherwise prescribe.

If Funded District of Residence **not** found in *Entity* table in Student database then  
Report the discrepancy as: **ERROR:** system-message -11050.

**Solution:** This transaction including the correct Funded District of Residence must be submitted.

Else, if DOR is found, then:

Proceed with the more complex validation on the combination of DOR, Tuition Payer Code, and Special Enrollment Code.

*This process is described in the section **Synchronize DOR, tuition payer, and special enrollment** in the **Transaction Requirements: Integrity Checking Processes** document. Additional information can be found in the description of the **Student Payer Factors** transaction, particularly in sections **010.2A.4.1 Special Enrollment** and **010.2A.4.2 Tuition payer**.*

If this edit ended successfully (no severity level of ERROR), then:

*create one or two payer factors: one for tuition payer and, if submitted, one for special enrollment*

Set SdPayerFactors (1) RefFundingRelatedID to "tuition payer".

Set SdPayerFactors (1) FundingCode from Tuition Payer Code.

Set SdPayerFactors (1) StartDtm from First Day of Membership

Set SdPayerFactors (1) FiscalYear from Fiscal Year calculated in **001.2A.4 Track Number**.

Set SdPayerFactors (2) RefFundingRelatedID to "special enrollment".

Set SdPayerFactors (2) FundingCode from Special Enrollment Code.

Set SdPayerFactors (2) StartDtm from First Day of Membership

Set SdPayerFactors (2) FiscalYear from Fiscal Year calculated in **001.2A.4 Track Number**.

If a SdDistrictsOfResidence already exists on SAIS for this student AND its ResidenceEntityID is **different** from the submitted Funded District of Residence, then:

Update the SdDistrictsOfResidence already on SAIS

Set SdDistrictsOfResidence EndDtm to (First Day of Membership – 1 day).

Create a new SdDistrictsOfResidence

Set SdDistrictsOfResidence ResidenceEntityID from Funded District of Residence

Set SdDistrictsOfResidence StartDtm from First Day of Membership

Set SdDistrictsOfResidence FiscalYear to Fiscal Year calculated in **001.2A.4 Track Number**.

*Note on setting prior SdPayerFactors EndDtm. Since this is an original membership or readmission, there is no need to "close out" any prior payer codes for this student during this timeframe, because none will exist on file.*

## 001.2A.13 ALL OTHER ELEMENTS

The remaining elements require no edits. If they are present, populate them to the new row in the appropriate table in the SAIS Student database.

If this edit ended successfully (no severity level of ERROR), then set the following elements as appropriate:

Set SdStudents FirstName from First Name on Legal Document.  
 Set SdStudents MiddleName from Middle Name on Legal Document.  
 Set SdStudents LastName from Last Name on Legal Document.  
 Set SdStudents LastNameBirth from Last Name Student Goes By.  
 Set SdStudents ClanName from Tribal Name.  
 Set SdStudents NickName from Nickname Student Goes By.  
 Set SdStudents ResponsiblePartyFirstName from Responsible Party's First Name on Legal Document.  
 Set SdStudents ResponsiblePartyLastName from Responsible Party's Last Name on Legal Document.  
 Set SdStudents NameExtension to Name Extension on Legal Document.  
 Set SdStudents RefEthnicityID from Ethnicity Code.  
 Set SdStudents Gender from Gender Code.  
 Set SdStudents SSN to nulls.  
     ■ SAIS does not collect SSN in the submission, so it will be set to nulls.

Set SdStudents RefHomeLanguageID from Home Language Code.  
 Set SdStudents ForeignExchange from Foreign Exchange Indicator.  
 Set SdSchoolMemberships FiscalYear to **Fiscal Year** calculated in **001.2A.4 Track Number**.  
 Set SdSchoolMemberships RegisterID from Register ID.

## 001.2A.14 NORMAL GRADUATION YEAR

*Normal Graduation Year, also referred to as "cohort group", is the student's class affiliation. It implies that all students have the opportunity to graduate from high school in 4 years if they adhere to the regular high school schedule.*

*Normal Graduation Year in no way suggests any expectation of graduation for this individual student.*

- *In the Fall of 2000 Albert designs a workable and inexpensive irrigation system for Death Valley, masters the harpsichord, establishes unparalleled proficiency in Sanskrit (his fifth language), climbs Everest without supplemental oxygen, and enters 9th grade. He is 8 years old. No one expects Albert to take 4 years to graduate high school, but his class affiliation, his Normal Graduation Year, is still 2004.*

*The district should calculate the value for Normal Graduation Year for the student the first time the student enters high school. This occurs when the student enrolls for the first-time in 9<sup>th</sup> grade OR in ungraded secondary school, **whichever comes first**, OR whenever the student is a high school student (grades 9 through 12 or US) who has never attended high school in the Arizona public school system before. SAIS will populate submitted values for Normal Graduation Year only for high school students.*

*For validation purposes only, SAIS will calculate what we expect to find submitted in the Normal Graduation Year field as 4 school years from the student's first entry into 9<sup>th</sup>. The value that is actually submitted in the Normal Graduation Year field will be compared to the SAIS-calculated date and if there is a difference, a message will be displayed. Some submitted values will be invalid (e.g., when the value shows that this student's Normal Graduation Year reflects a high school career of longer than 4 years); others will merely be improbable (e.g., when the value submitted suggests a high school career of less than four years – this just might be true, if the student might have started high school earlier in a school outside the Arizona public school system). If the Normal Graduation Year value is not an error but the wrong value was submitted to SAIS, the submitter may correct this element using the **Student Personal Information** transaction with a "change" operation.*

If SAIS receives a value in *Normal Graduation Year* for a student not in high school, we will issue a warning to the submitter and we will not populate that submitted value to the SAIS database.

*Late-semester entries, spring entries, summer school entries:* we may rightfully assume that a district allow a student to begin membership only in a grade that he can reasonably expect to complete with his peers. Therefore, *Normal Graduation Year* for late enrollees will be calculated the same as that for students who started on the scheduled first day of class.

If Grade Level Code = 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade or ungraded secondary, then:

If Normal Graduation Year is blank, then:

*Normal Graduation Year is required for all high school students who are not special needs-only students*

Report the missing element as: **ERROR:** system-message -11056.

**Solution:** Resubmit this transaction with the correct information.

Else, Set SdStudents NormalGradYear to Normal Graduation Year

If Grade Level Code = 9<sup>th</sup> grade or ungraded secondary, then:

If Normal Graduation Year > (**Fiscal Year** end + 3), then:

*Normal Graduation Year is greater than SAIS calculated graduation year*

Report the discrepancy between the input and calculated elements as: **WARNING:** system-message – 211014.

**Solution:** If the input year is incorrect, a **Student Personal Information** transaction including the correct Normal Graduation Year may be submitted.

Else, If Normal Graduation Year < (**Fiscal Year** end + 3), then:

*Normal Graduation Year is less than SAIS calculated graduation year*

Report the discrepancy between the input and calculated elements as: **WARNING:** system-message -211010

**Solution:** If the input year is incorrect, a **Student Personal Information** transaction including the correct Normal Graduation Year may be submitted.

Else, if Grade Level Code = 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade, then:

If Normal Graduation Year > (**Fiscal Year** end + 3 – (Grade Level Code – 9) ).

*Normal Graduation Year is greater than SAIS calculated graduation year*

Report the discrepancy between the input and calculated elements as: **WARNING:** system-message – 211014.

**Solution:** If the input year is incorrect, a **Student Personal Information** transaction including the correct Normal Graduation Year may be submitted.

Else, If Normal Graduation Year > (**Fiscal Year** end + 3 – (Grade Level Code – 9) ).

*Normal Graduation Year is less than SAIS calculated graduation year*

Report the discrepancy between the input and calculated elements as: **WARNING:** system-message -211010.

**Solution:** If the input year is incorrect, a **Student Personal Information** transaction including the correct Normal Graduation Year may be submitted.

Else, if Grade Level Code = PS, KG, 1<sup>st</sup> through 8<sup>th</sup> grade or ungraded elementary, then:

*This condition very well might occur. Many elementary school districts assign the Normal Graduation Year as soon as the child enters the Arizona public school system. They use this information for various reasons, including predicting loads from feeder schools. We should not populate the SAIS database, and we should not issue a warning.*

*Another situation that may occur is when an elementary student is concurrently enrolled in a high school, which would classify him as a 9<sup>th</sup> grader. This child will show a Normal Graduation Year from the high school which should not be overwritten by the elementary school.*

If Normal Graduation Year is **NOT** blank, then:

Do not populate the Normal Graduation Year to the SAIS database.

**Solution:** No action required.

## 001.2D Delete operation

A **Student Enrollment** delete operation results in deletion of a student's membership in a school.

As shown in **Table 1 Enrollment Transaction Element Optionality**, all but the required elements for the delete operation will be ignored.

The delete operation involves the following steps. Errors are found earlier in Step 2A.

Perform **001.2A.2.1 SAIS Student ID** *except that if Student ID is not found (the SAIS student identifier is required), reject the transaction with an error.*

Perform **001.2A.2.2 School Student ID** *except that if Entity ID + School Student ID is found on SAIS (Entity ID is required, but the school-generated student identifier is not), AND this is a different student than referred to by the Student ID, reject the transaction with an error.*

Perform **001.2A.5 First Day of Membership**.

Retrieve the row from the SdSchoolMemberships table that matches the key elements in the submitted transaction.

*There should never be a case of finding more than one occurrence of the above key in the database, since school + student identifier (whether it's SAIS-generated or school-generated) + First Day of Membership must be unique. (Unless a student may have more than one membership in the same school concurrently, because of concurrent attendance in multiple tracks.)*

If SdSchoolMemberships for (Entity ID & School Student ID + First Day of Membership) **not** found, then:  
Report the new element as: **ERROR:** system-message -11042.

**Solution:** If any of the key elements is wrong, resubmit this transaction with the correct information.

If there is no **ERROR** above, then:

proceed to **001.3 Step 3: SAIS Database Update**.

Else,

DO NOT CONTINUE.

**001.3 STEP 3: SAIS DATABASE UPDATE**

If any verification or validation edit failed with severity level of **ERROR**,  
DO NOT PERFORM THIS STEP.

For each of the following database "write" or "delete" actions:

Set the timestamp, user, and status elements (CreatedUser, CreatedDtm, and Status) appropriately.

If the updated entity (either added, changed, or deleted) is an entity that SAIS may automatically update:

*EXAMPLE: The LEA submits a withdrawal to ADE. When SAIS processes it, the UpdateMethodIndicator is set to "submitted." As a result of this submitted withdrawal, SAIS will automatically withdraw the student from all programs/services in which he is registered with SAIS as receiving services. The UpdateMethodIndicator for each of these program/service withdrawals will be set to "automatic." Thus, if the LEA recognizes that the withdrawal was done in error and submits a withdrawal "delete" operation, SAIS can reverse the automatic program/service withdrawals it created.*

Set the UpdateMethodIndicator:

- to "submitted", if the update was specifically requested by the LEA
- to "automatic" if the update was done automatically by SAIS as a result of actions taken for a submitted transaction.

For each of the following database "write" or "delete" actions that **is** successful:

Issue an informational message (if positive reporting is being done).

For each of the following database "write" or "delete" actions that is **not** successful:

SAIS will log a transaction activity status on the submission results of: Message 7, "Record failed due to SAIS internal errors, but will be retried."

Additionally, SAIS will log a file activity status of: Message 11, "File processed but contains transactions that will be retried."

**Solution:** SAIS will retry the transaction.

For Operation Code = add,

Perform **001.3A Add Enrollment**.

For Operation Code = delete,

Perform **001.3D Delete Enrollment**.

### 001.3A Add Enrollment

If a new SAIS Student ID is required,

*A flag was set in one or more of the following edits: **001.2A.2.2 School Student ID**; **001.2A.2.3 Previous school student information**; **001.2A.2.4 Concurrent student information**.*

Generate New Student ID

Write new row of SdStudents to SAIS Student database.

Else, if an existing SAIS Student ID will be used,

Retrieve the most recent student row from the SdStudents table.

If the submitted First Day of Membership is more recent than the most recent SdStudents,  
OR if the submitted Membership Type is "main" and the only more recent SdStudents rows have  
Membership Type of "ancillary",

Write updated row of SdStudents to SAIS Student database.

Set foreign keys:

Set SdSchoolMemberships StudentID from SdStudents ID  
Set SdDistrictsOfResidence StudentID from SdStudents ID  
Set SdMembershipFTEShare (1) StudentSchoolMembershipID from SdSchoolMemberships ID  
Set SdMembershipFTEShare (2) StudentSchoolMembershipID from SdSchoolMemberships ID  
Set SdGradeMemberships StudentSchoolMembershipID from SdSchoolMemberships ID  
Set SdPayerFactors (1) StudentSchoolMembershipID from SdSchoolMemberships ID  
Set SdPayerFactors (2) StudentSchoolMembershipID from SdSchoolMemberships ID

Write new row of SdSchoolMemberships to SAIS Student database.

Write new row of SdDistrictsOfResidence to SAIS Student database.

Write new row of SdPayerFactors (1) to SAIS Student database.

If Special Enrollment Code was submitted, write new row of SdPayerFactors (2) to SAIS Student database.

Write 2 new rows of SdMembershipFTEShare to SAIS Student database.

*There are 2 new rows: one for FTE and one for Share.*

Write new row of SdGradeMemberships to SAIS Student database.

### 001.3D Delete Enrollment

*The row in the SdSchoolMemberships table that matches the key elements in the submitted transaction was retrieved earlier.*

Delete the selected row of SdSchoolMemberships.

Perform one of the following.

- a. If this is the only membership (in any fiscal year) for this student, then delete everything having to do with that student.
- b. If there are other memberships for this student, but none during the **Fiscal Year**, then delete the retrieved SdSchoolMemberships and all rows dealing with this student during the **Fiscal Year**.
- c. If there are other memberships for this student, including at least one during the **Fiscal Year**, then delete only the retrieved SdSchoolMemberships and any rows dealing solely with this retrieved SdSchoolMemberships.

## STUDENT READMISSION

A student who has been withdrawn from a school and resumes his or her membership will require a readmission transaction. The **Student Readmission** transaction creates the same entities that the **Student Enrollment** transaction creates, with the exception that the readmission cannot create a new student on SAIS. The difference between the two transactions is related to timing: a membership must already exist for this student earlier in the same fiscal year, so the **Student Readmission** transaction requires less information. The **Student Readmission** transaction requires:

- Membership information
- Grade placement information
- Readmission activity code

The following structure describes the elements in this transaction.

field name	abbreviated name	length	data type	description
Transaction ID	TRANSID	3	I	ID value = 002
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS, but will be sent back to the submitter with any system-generated error or warning message
Operation Code	OPRCD	1	S	A = Add a new readmission D = Delete an existing readmission
Entity ID	ENTITYID	9	S	School identifier; CTDS code
School Student ID	SCHLSTUID	12	S	School-generated student identifier
Student ID	STUDENTID	10	I	ADE-generated student identifier
Readmission Date	READMDATE	10	D	The date this activity occurred
Track Number	TRACK	4	I	For schools or districts with multiple tracks, identifies the track to which this membership applies. (If the school does not have its own calendar, it will use the district's calendar.)
Membership Type	MEMTYPE	1	C	Indicates whether this is the main or ancillary membership for this student <i>See Code Values – Membership Type</i>
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration
Funded District of Residence	DISTRESID	9	S	District identifier; CTDS code
Readmission Activity Code	ACTVCD	3	C	Type of readmission. This is the "R" code. <i>See Code Values – Activity</i>
Student Membership FTE	MBRFTE	4	C	The full-time equivalency of the student's participation in the school regular program for this membership <i>See Code Values - Student Membership FTE</i>
School Membership Share	MBRSHR	4	C	The portion of state aid this school is claiming for the overall timeframe covered by this membership <i>See Code Values – School Membership Share</i>
Special Enrollment Code	SPCLERLCD	2	C	Special circumstance granted to this student for a membership (e.g., CEC-B) <i>See Code Values - Special Enrollment</i>

field name	abbreviated name	length	data type	description
Tuition Payer Code	TUITPAYRCD	2	C	Individual or organization responsible for the tuition <i>See Code Values - Tuition Payer</i>
<i>empty field (formerly Neighborhood School Indicator: element no longer collected).</i>	<i>empty field: formerly NEIGHSCHL</i>	1	L	<i>This element will not be needed in SAIS at this time and <b>any value submitted here will be ignored</b>. It is used only for the Needs area, and is specifically included there.</i>
Grade Level Code	GDLVLCD	3	C	The grade to which the student is assigned <i>See Code Values – Grade</i>
Register ID	REGISTERID	4	I	Identifier allocated by the district for the attendance reporting unit to which this student is assigned by this school. An example of a reporting unit might be grade level within a school, or a classroom within a grade level. (Taken from ADM reporting bubble sheet, form ADE 41-006B Rev. 7/96.)

### CHANGING ELEMENTS

See the section **How to Change Specific SAIS Elements** at the end of this document for instructions on which transaction should be used to change particular data elements.

*The "change" operation is not valid for this transaction.*

**ELEMENT OPTIONALITY**

This table defines whether each element is required or optional for each combination of Membership Type and Operation Code.

*Note: When conditions state that a change will be made on SAIS, any changeable field on the submitted transaction that does not contain a value — rather, it contains nulls or spaces — will replace the value on SAIS with nulls.*

R: the element is required

X: the element will be ignored

{blank}: the element is optional; a valid value will be captured in SAIS

**Table 2 Readmission Transaction Element Optionality**

<i>element</i>	<i>add: main school</i>	<i>add: ancillary school</i>	<i>delete</i>
Transaction ID	R	R	R
Vendor Defined Field	X	X	X
Operation Code	R	R	R
Entity ID	R	R	R
School Student ID	R	R	X
Student ID	R	R	R
Readmission Date	R	R	R
Track Number	R	R	R
Membership Type	R	R	X
First Name on Legal Document	X	X	X
Middle Name on Legal Document	X	X	X
Last Name on Legal Document	X	X	X
Funded District of Residence	R	R	X
Readmission Activity Code	R	R	X
Student Membership FTE	R	R	X
School Membership Share	R	R	X
Special Enrollment Code	1	1	X
Tuition Payer Code	R	R	X
<i>element no longer collected: Neighborhood School Indicator</i>	X	X	X
Grade Level Code	R	R	X
Register ID	R	R	X

<sup>1</sup> A blank, missing, or null Special Enrollment Code signifies that this is a normal membership.

**Note on System Message Numbers:** As stated at the beginning of this document in the **General Requirements** chapter, the system messages defined in this document have been changed. A full description of the error message meaning and values may be found in the **Transaction Requirements: System Messages** document.

**002.1 STEP 1: VERIFICATION**

Perform every step in Verification, even if errors are encountered. Report all errors.

**002.1.1 ALLOWED DATA FORMAT**

Perform the same verification as for **Student Enrollment**, **001.1.1 Allowed data format**.

**002.1.2 ALLOWED CODE VALUES**

Using Operation Code and Membership Type and **Table 2 Readmission Transaction Element Optionality**,  
Perform the same verification as for **Student Enrollment**, **001.1.2 Allowed code values**.

**002.1.3 OPERATION CODE**

Perform the same verification as for **Student Enrollment**, **001.1.3 Operation Code**.

**002.1.4 MISSING FIELDS**

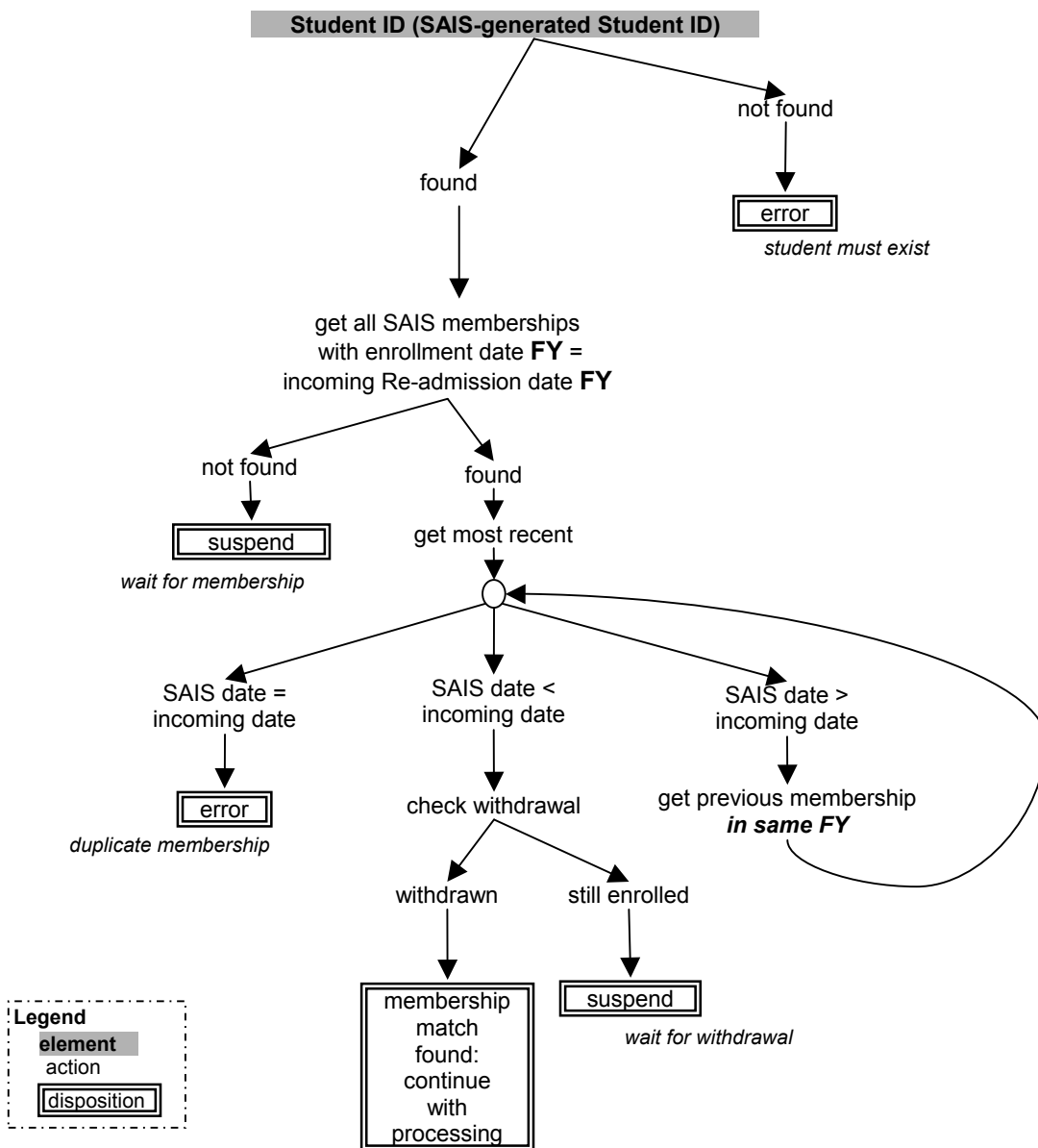
Using **Table 2 Readmission Transaction Element Optionality**,  
Perform the same verification as for **Student Enrollment**, **001.1.4 Missing fields**.

## 002.2 STEP 2: VALIDATION

Perform these edits. After successful completion of each of the following edits (no FATAL or ERROR severity levels) and unless stated otherwise in the following sections, proceed to **002.3 Step 3: SAIS Database Update** to update the SAIS database appropriately.

For validation, take into consideration whether the element is required or optional, based on the submitted values for Membership Type and Operation Code. This information is in **Table 2 Readmission Transaction Element Optionality**.

### Matching Re-Admission to Membership on SAIS



(MemFig2.gif / image24)

**Figure 2 Matching Readmission to Membership**

The above diagram shows how to find the correct membership for a **Student Readmission "add"** operation.

### 002.2.1 ENTITY / LEA

Perform the same validation as for **Student Enrollment**, **001.2.1 Entity / LEA**.

### 002.2.2 OPERATION CODE

*From here on, Validation relies on the Operation Code. Perform one of the remaining sub-steps, depending upon the value of Operation Code.*

If Operation Code = A (add), then:

Perform **002.2A Add operation**.

If Operation Code = D (delete), then:

Perform **002.2D Delete operation**.

## 002.2A Add operation

### 002.2A.1 MEMBERSHIP TYPE

Observe the same rules as for **Student Enrollment**, **001.2A.1 Membership Type**.

### 002.2A.2 STUDENT IDENTIFIERS

*A SAIS-generated student identifier (Student ID) and the school-generated student identifier (School Student ID) will already exist both at the LEA and on SAIS because the student obviously has been in membership in this school earlier this year. Since the LEA is now submitting a readmission, they should have submitted the preceding new membership prior to this submission. If the SAIS-generated student identifier does not already exist on SAIS, the original membership must be submitted, and then this transaction must be resubmitted.*

Get the **most recent occurrence** of this Student ID in the SdStudents table on the SAIS database.

If the ID **not** found in the SdStudents table then:

Report the discrepancy as: **ERROR:** system-message -9010.

**Solution:** There are two possible solutions, depending on the situation.

- If the key fields on the transaction are all correct, submit the **Student Enrollment** or **Student Readmission** to create the required condition on SAIS to precede this information change. Then resubmit this transaction.
- If one or more of the key fields on the transaction are incorrect, resubmit this transaction with the correct data.

### 002.2A.3 TRACK NUMBER

Perform the same validation as for **Student Enrollment**, **001.2A.4 Track Number**.

### 002.2A.4 READMISSION DATE

Use the **Fiscal Year** identified in the earlier edit **002.2A.3 Track Number**.

#### 002.2A.4.1 READMISSION DATE / CALENDAR

Substituting Readmission Date for First Day of Membership, perform the same validation as for **Student Enrollment**, **001.2A.5.1 First Day of Membership / calendar** making the following substitutions:

- *Instead of system-message -411003, use system-message -413001.*
- *Instead of system-message -11044, use system-message -13025.*

## 002.2A.4.2 READMISSION DATE / VALID MEMBERSHIP

*Note: Membership dates for {Entity ID + SAIS ID + Track Number} cannot overlap. This will reject with an error. Logically, the only time this problem can occur is when an SAIS receives for the same student with {key noted above}: A) an enrollment "add" operation; B) a withdrawal "add" operation; C) a readmission "add" operation; D) a withdrawal "delete" operation.*

The following validation is somewhat similar to that for **Student Enrollment**, **001.2A.5.2 First Day of Membership / valid membership**.

A readmission requires that a membership must be found for this student at this LEA with an First Day of Membership earlier than **but in the same Fiscal Year as** the submitted transaction's Readmission Date.

Find **all** SdSchoolMemberships for (Entity ID + Student ID {+ Track Number} + {**Fiscal Year** of First Day of Membership}).

Perform this section for current and past memberships (i.e., only if the SdSchoolMemberships EntryDtm is not dated in the future).

If SdSchoolMemberships matching the above criteria is **not** found in the Student database, then:

*No prior membership (enrollment or readmission) was found for this entity.*

Report the discrepancy as: **ERROR:** system-message -13031.

**Solution:** Submit the **Student Enrollment** or **Student Readmission** to create the required condition on SAIS to precede this membership. Then resubmit this transaction.

Else, if a SdSchoolMemberships for the specified fiscal year **is** found,

Perform the following edit for every SdSchoolMemberships that was found above.

*A prior membership (enrollment or readmission) exists:.*

If SdSchoolMemberships EntryDtm is **the same as** this First Day of Membership, then:

*duplicate enrollment/readmission has been submitted.*

Report the discrepancy as: **ERROR:** system-message -13024

**Solution:** If the First Day of Membership is incorrect, resubmit this transaction with the correct information.

Else, if SdSchoolMemberships EntryDtm is **more recent than** the First Day of Membership, then:

*the submitted membership is retroactive to an membership already on SAIS for the fiscal year*

Report the discrepancy as: **ERROR:** system-message -13026.

**Solution:**

- If this First Day of Membership is correct, the more recent membership on SAIS must be deleted and this transaction resubmitted.
- If the First Day of Membership on SAIS is incorrect, that must be deleted. Then, the first of these memberships must be resubmitted, followed by the next most recent.

Else, if SdSchoolMemberships EntryDtm is **earlier than** the First Day of Membership, then:

*the prior membership was found; the submitted membership is subsequent to one already on SAIS for the fiscal year*

If SdWithdrawals is **not** found for this earlier membership, then:

*no withdrawal found for the prior membership on SAIS; it's still active*

Report the discrepancy as: **ERROR:** system-message -13027.

**Solution:** Submit the **Student Withdrawal** to create the required condition on SAIS to precede this membership. Then resubmit this transaction.

Else, if SdWithdrawals **is** found for this earlier membership, then:

*withdrawal was found for the prior membership on SAIS*

Proceed with processing.

The process **002.2A.5 Readmission Activity Code** will verify that the Readmission Activity Code is both relevant to a readmission and corresponds to the prior Withdrawal Activity Code.

#### 002.2A.4.3 SET READMISSION DATE

If the above 2 edits both ended successfully (no severity level of ERROR), then:

Set SdSchoolMemberships EntryDtm from Readmission Date.

#### 002.2A.5 READMISSION ACTIVITY CODE

*This process will verify that the submitted Readmission Activity Code not only is relevant to a readmission but also corresponds to the prior Withdrawal Activity Code.*

If Readmission Activity Code is **not** a value relevant to readmission (see **Table 3 Withdrawal & Readmission Activity Codes** below), then:

Report the discrepancy as: **ERROR:** system-message -13019.

**Solution:** Resubmit this transaction with the correct Readmission Activity Code.

Using the SdWithdrawals found earlier in section **002.2a.4.2 Readmission Date / valid membership**, if the SdWithdrawals RefExitActivityID is not eligible for a readmission, then:

Report the discrepancy as: **ERROR:** system-message -13029

**Solution:** Change the previous Withdrawal Activity Code using a **Student Withdrawal** transaction and then resubmit this transaction (preferably as a readmission, not an original membership (Enrollment)).

**Table 3 Withdrawal & Readmission Activity Codes**

*The following table is provided for illustrative purposes only and the values presented here may or may not be up to date. It lists the Activity Codes used for regular school year withdrawals (W...) that were valid as of September 2000. Note that the most current list of Activity Codes can be found in the **Transaction Requirements Code Values** document.*

<u>Withdrawal Activity Code</u>	<u>explanation</u>	<u>corresponding Readmission Activity Code</u>
W1	Transfer: other school	R1: readmitted after a W1
W2	Illness	R2: readmitted after a W2
W3	Expelled or long term suspension	R3: readmitted after a W3
W4	Absence or status unknown	R4: readmitted after a W4
W5	Dropout	R5: readmitted after a W5
W6	Not of school age	R6: readmitted after a W6
W7	Early graduation	(not eligible)

<u>Withdrawal Activity Code</u>	<u>explanation</u>	<u>corresponding Readmission Activity Code</u>
W8	Deceased	(not eligible)
W9	Transfer: home taught	R9: readmitted after a W9
W10	Transfer: detention	R10: readmitted after a W10
W11	GED	R11: readmitted after a W11
W12	Vocational school	R12: readmitted after a W12
W13	Completed (AIMS)	(not eligible)
WT	Transferred to other grade in the same school. WT's are not submitted; rather, SAIS automatically assigns this code upon receipt of a Student Grade Change transaction.	(not eligible)

If this edit ended successfully (no severity level of ERROR), then:

Set SdSchoolMemberships RefEntryActivityID from Readmission Activity Code.

If the Readmission Activity Code is **not** the same as appropriate code relevant to readmission based on the SdWithdrawals RefExitActivityID (from **Table 3** earlier).

*the submitted Readmission Activity Code does not match the Withdrawal Activity Code for the prior membership; this will be re-validated during the Integrity Checking process*

Report the discrepancy as: **WARNING:** system-message -213002

**Solution:** Either change the previous Withdrawal Activity Code using a **Student Withdrawal** transaction or change this Readmission Activity Code using a **Student Membership Change** transaction.

#### 002.2A.6 LEA / GRADE COMBINATION

Perform the same validation as for **Student Enrollment**, **001.2A.6 LEA / grade combination** making the following substitutions:

- *Instead of system-message -11048, use system-message -13028.*

#### 002.2A.7 AGE / GRADE COMBINATION

First, perform the same validation as for **Student Enrollment**, **001.2A.7 Age / grade combination** making the following substitutions:

- *Instead of system-message -411004, use system-message -413002.*
- *Instead of system-message -411005, use system-message -413003.*
- *Instead of system-message -411006, use system-message -413004.*
- *Instead of system-message -411007, use system-message -413005.*

Then, get the **most recent** SdGradeMemberships associated with the prior membership's SdSchoolMemberships.

If the submitted Grade Level Code is **not** the same as the SdGradeMemberships RefGradeID above, then:  
*Student may be readmitted to a different grade from which he withdrew. Report it as an informational message.*

Report the possible discrepancy as: **INFORMATION:** system-message -413013.

### 002.2A.8 STUDENT MEMBERSHIP FTE

First, perform the same validation as for **Student Enrollment**, **001.2A.9 Student Membership FTE** making the following substitutions:

- *Instead of system-message -411008, use system-message -413006.*
- *Instead of system-message -411009, use system-message -413007.*

Then, get the **most recent** SdMembershipFTEShare, where RefMembershipPortionID = FTE, and which is associated with the prior membership's SdSchoolMemberships.

If the submitted Student Membership FTE is **not** the same as the SdMembershipFTEShare Portion above, then:  
*Student Membership FTE may be different upon readmission than before the withdrawal. Report it as an informational message.*

Report the possible discrepancy as: **INFORMATION:** system-message -413011.

### 002.2A.9 SCHOOL MEMBERSHIP SHARE

First, perform the same validation as for **Student Enrollment**, **001.2A.10 School Membership Share** making the following substitutions:

- *Instead of system-message -411011, use system-message -413009.*
- *Instead of system-message -411010, use system-message -413008.*

Then, get the **most recent** SdMembershipFTEShare, where RefMembershipPortionID = Share, and which is associated with the prior membership's SdSchoolMemberships.

If the submitted School Membership Share is **not** the same as the SdMembershipFTEShare Portion above, then:  
*School Membership Share may be different upon readmission than before the withdrawal. Report it as an informational message.*

Report the possible discrepancy as: **INFORMATION:** system-message -413012.

### 002.2A.10 DOR, TUITION PAYER, & SPECIAL ENROLLMENT

Perform the same validation as for **Student Enrollment**, **001.2A.12 DOR, tuition payer, & special enrollment** making the following substitutions:

- *Instead of system-message -11050, use system-message -13030.*

### 002.2A.11 ALL OTHER ELEMENTS

The remaining elements require no edits. If they are present, populate them to the new row in the appropriate table in the SAIS Student database.

If this edit ended successfully (no severity level of ERROR), then set the following elements as appropriate:

Set SdSchoolMemberships FiscalYear to **Fiscal Year** calculated in **001.2A.4 Track Number**.

Set SdSchoolMemberships RegisterID from Register ID.

## 002.2D Delete operation

A **Student Readmission** delete operation results in deletion of a student's membership in a school.

As shown in **Table 2 Readmission Transaction Element Optionality**, all but the required elements for the delete operation will be ignored.

This is virtually identical to the process for **Student Enrollment**, **001.2D Delete operation**. The delete operation involves the following steps. Errors are found earlier in Step 2A.

Retrieve the row from the SdSchoolMemberships table that matches the submitted elements.

*There should be never be a case of finding more than one occurrence of the above key in the database, since school + student identifier (whether it's SAIS-generated or school-generated) + First Day of Membership must be unique. (Unless a student may have more than one membership in the same school concurrently, because of concurrent attendance in multiple tracks.)*

If SdSchoolMemberships for (Entity ID & School Student ID + First Day of Membership) **not** found, then:  
Report the discrepancy as: **ERROR:** system-message -13023.

**Solution:** If any of the key elements is wrong, resubmit this transaction with the correct information.

If there is no **ERROR** above, then:

proceed to **002.3 Step 3: SAIS Database Update**.

Else,

DO NOT CONTINUE.

## 002.3 STEP 3: SAIS DATABASE UPDATE

If any verification or validation edit failed with severity level of **ERROR**,  
DO NOT PERFORM THIS STEP.

For each of the following database "write" or "delete" actions:

Set the timestamp, user, and status elements (CreatedUser, CreatedDtm, and Status) appropriately.

If the updated entity (either added, changed, or deleted) is an entity that SAIS may automatically update:

*EXAMPLE: The LEA submits a withdrawal to ADE. When SAIS processes it, the UpdateMethodIndicator is set to "submitted." As a result of this submitted withdrawal, SAIS will automatically withdraw the student from all programs/services in which he is registered with SAIS as receiving services. The UpdateMethodIndicator for each of these program/service withdrawals will be set to "automatic." Thus, if the LEA recognizes that the withdrawal was done in error and submits a withdrawal "delete" operation, SAIS can reverse the automatic program/service withdrawals it created.*

Set the UpdateMethodIndicator:

- to "submitted", if the update was specifically requested by the LEA
- to "automatic" if the update was done automatically by SAIS as a result of actions taken for a submitted transaction.

For each of the following database "write" or "delete" actions that is successful:  
Issue an informational message (if positive reporting is being done).

For each of the following database "write" or "delete" actions that is **not** successful:  
SAIS will log a transaction activity status on the submission results of: Message 7, "Record failed due to SAIS internal errors, but will be retried."

Additionally, SAIS will log a file activity status of: Message 11, "File processed but contains transactions that will be retried."

**Solution:** SAIS will retry the transaction.

For Operation Code = add,  
Perform **002.3A Add Readmission**.

For Operation Code = delete,  
Perform **002.3D Delete Readmission**.

### 002.3A Add Readmission

Retrieve the **most recent** student row from the SdStudents table.

If the submitted transaction Readmission Date is more recent than the last update of the retrieved SdStudents row on SAIS, then:

If any element in the submitted transaction is different from those in the retrieved SdStudents row,  
Issue an informational message of the change if positive reporting is being done.  
Set elements in existing row of SdStudents from submitted transaction elements.  
Write updated SdStudents row to SAIS Student database.

Set foreign keys and write new rows to SAIS Student database where appropriate (only add new rows where submitted data is different from the existing SAIS data).

Set foreign keys:

Set SdSchoolMemberships StudentID from SdStudents ID  
Set SdDistrictsOfResidence StudentID from SdStudents ID  
Set SdMembershipFTEShare StudentSchoolMembershipID from SdSchoolMemberships ID  
Set SdGradeMemberships StudentSchoolMembershipID from SdSchoolMemberships ID  
Set SdPayerFactors StudentSchoolMembershipID from SdSchoolMemberships ID

Write new row of SdSchoolMemberships to SAIS Student database.

Write new row of SdDistrictsOfResidence to SAIS Student database.

Write new row of SdPayerFactors to SAIS Student database.

Write 2 new rows of SdMembershipFTEShare to SAIS Student database.

*There are 2 new rows: one for FTE and one for Share.*

Write new row of SdGradeMemberships to SAIS Student database.

**002.3D Delete Readmission**

*The row in the SdSchoolMemberships table that matches the key elements in the submitted transaction was retrieved earlier.*

Delete the selected row of SdSchoolMemberships.

Perform one of the following.

- a. If this is the only membership (in any fiscal year) for this student, then delete everything having to do with that student.
- b. If there are other memberships for this student, but none during the **Fiscal Year**, then delete the retrieved SdSchoolMemberships and all rows dealing with this student during the **Fiscal Year**.
- c. If there are other memberships for this student, including at least one during the **Fiscal Year**, then delete only the retrieved SdSchoolMemberships and any rows dealing solely with this retrieved SdSchoolMemberships.

## STUDENT WITHDRAWAL

A withdrawal is an activity that defines a student's exit from school prior to the school's regularly scheduled year-end date. The transaction requires identifying information and a withdrawal category (Withdrawal Activity Code).

Withdrawal Activity Codes categorize early exits. This includes among other things dropout, completion of minimal high school requirements, early graduation, transfer to another school, and excessive consecutive unexcused absence. This also includes virtual exit reasons such as age: the student who reaches age 22 before year-end is no longer eligible for generating funding. The student is not required to leave school, but a virtual Withdrawal Activity Code is issued to exclude that portion of membership for the student, so that the funding recipient does not over-anticipate their payment. The Withdrawal Activity Codes can be found in **Table 3 Withdrawal & Readmission Activity Codes** in the earlier section discussing the **Student Readmission** transaction.

### NOTE ON ENROLLMENTS, WITHDRAWALS, AND READMISSIONS

A student may be readmitted after a withdrawal, provided the Withdrawal Activity Code is eligible for a subsequent readmission. An example of a Withdrawal Activity Code ineligible for readmission is "deceased".

After a withdrawal, a readmission is required for a student to resume attendance in the same school during the same school year. If a student has excessive (ten or more) unexcused absences, the district should submit a **Student Withdrawal** transaction to remove him from their school roster. (See **Instructions for Required Reports; Withdrawal Codes**, ARS §15-803.C, and ARS §8-201.) If so, a **Student Readmission** transaction will be required if and when the student resumes attendance.

If a student transfers from one school to another school during the same school year, then the first district should submit a **Student Withdrawal** transaction to remove him from their school roster, and the new school should submit a **Student Enrollment** transaction to begin membership for the student in his/her school.

*If a **Student Readmission** is received before the **Student Withdrawal**, the readmission will be rejected until the withdrawal is received and processed.*

*There is no limit to the number of withdrawals and readmissions a student may have in a single school year. Readmissions are granted solely at the discretion of the school district.*

*First Day of Membership is the starting date of the prior membership (can be either an original membership or a readmission).*

### ER/WR (REGISTER TRANSFERS)

Enrollment/Withdrawal Codes of ER/WR are not accepted by SAIS. To notify ADE when a student moves from one register another during a single school year, use the **Student Grade Transfer** transaction.

[Some schools use Register ID to identify students in a self-contained setting, so they can determine whether a student is funding-generating or not (e.g., preschool students only generate funding for ADM if they are placed in a self-contained setting). ADE has no way to know which Register IDs reflect funding situations and which ones do not.]

In SAIS, regardless of the Register ID the child is assigned to, his Tuition Payer Code must reflect whether he is funding-generating (code value 1) or not funding-generating (code value 2) for every day of his membership. This is accomplished with the **Student Payer Factors** transaction.

## TRANSACTION ELEMENTS

The following structure describes the elements in this transaction.

field name	abbreviated name	length	data type	description
Transaction ID	TRANSID	3	I	ID value = 003
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS, but will be sent back to the submitter with any system-generated error or warning message
Operation Code	OPRCD	1	S	A = Add a new withdrawal C = Change an existing withdrawal D = Delete an existing withdrawal
Entity ID	ENTITYID	9	S	School identifier; CTDS code
School Student ID	SCHLSTUID	12	S	School-generated student identifier
Student ID	STUDENTID	10	I	ADE-generated student identifier
First Day of Membership	ENRDATE	10	D	The day this membership started; the date the student first received instruction for this membership. <b>NOTE: In SAIS, the terms "First Day of Membership" and "Enrollment Date" are used interchangeably.</b>
Track Number	TRACK	4	I	For schools or districts with multiple tracks, identifies the track to which this membership applies. (If the school does not have its own calendar, it will use the district's calendar.)
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration
Middle Name on Legal Document	MIDDLNM	30	S	Student middle name as it appears on the legal document provided for registration
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration
Withdrawal Activity Code	ACTVCD	3	C	Type of withdrawal. This is the "W" code. <i>See Code Values – Activity</i>
Withdrawal Date	WDDATE	10	D	The withdrawal activity date. This is the last day of attendance.

## CHANGING ELEMENTS

See the section **How to Change Specific SAIS Elements** at the end of this document for instructions on which transaction should be used to change particular data elements.

The following elements may be changed using this transaction with a "change" operation.

- Withdrawal Activity Code

## ELEMENT OPTIONALITY

This table defines whether each element is required or optional depending on Operation Code.

**Note:** When conditions state that a change will be made on SAIS, any changeable field on the submitted transaction that does not contain a value — rather, it contains nulls or spaces — will replace the value on SAIS with nulls.

R: the element is required

X: the element will be ignored

{blank}: the element is optional; a valid value will be captured in SAIS

**Table 4 Withdrawal Transaction Element Optionality**

<i>element</i>	<i>add</i>	<i>change</i>	<i>delete</i>
Transaction ID	R	R	R
Vendor Defined Field	X	X	X
Operation Code	R	R	R
Entity ID	R	R	R
School Student ID	X	X	X
Student ID	R	R	R
First Day of Membership	R	R	R
Track Number	R	R	R
First Name on Legal Document	X	X	X
Middle Name on Legal Document	X	X	X
Last Name on Legal Document	X	X	X
Withdrawal Activity Code	R	R 1	R
Withdrawal Date	R	R	R

<sup>1</sup> This element must be different from SAIS for this to be a valid "change".

**Note on System Message Numbers:** As stated at the beginning of this document in the **General Requirements** chapter, the system messages defined in this document have been changed. A full description of the error message meaning and values may be found in the **Transaction Requirements: System Messages** document.

### 003.1 STEP 1: VERIFICATION

Perform every step in Verification, even if errors are encountered. Report all errors.

#### 003.1.1 ALLOWED DATA FORMAT

Perform the same verification as for **Student Enrollment**, **001.1.1 Allowed data format**.

#### 003.1.2 ALLOWED CODE VALUES

Using Operation Code only and referring to **Table 4 Withdrawal Transaction Element Optionality**,  
Perform the same verification as for **Student Enrollment**, **001.1.2 Allowed code values**.

#### 003.1.3 OPERATION CODE

If Operation Code **not** A (add) or C (change) or D (delete), then:  
Report the discrepancy as: **ERROR:** system-message -9000.

**Solution:** Resubmit this transaction with the correct Operation Code.

#### 003.1.4 MISSING FIELDS

Using **Table 4 Withdrawal Transaction Element Optionality**,  
Perform the same verification as for **Student Enrollment**, **001.1.4 Missing fields**.

### 003.2 STEP 2: VALIDATION

*Perform these edits. After successful completion of each of the following edits (no FATAL or ERROR severity levels) and unless stated otherwise in the following sections, proceed to **003.3 Step 3: SAIS Database Update** to update the SAIS database appropriately.*

*For validation, take into consideration whether the element is required or optional, based on the submitted value for Operation Code. This information is in **Table 4 Withdrawal Transaction Element Optionality**.*

#### 003.2.1 ENTITY / LEA

*Don't go beyond this point if the LEA does not exist in the system.*

If the **Entity ID** **not** found in the SAIS database, then:  
Report the discrepancy as: **ERROR:** system-message -9017.

**Solution:** Resubmit this transaction including the correct Entity ID information.

#### 003.2.2 TRACK NUMBER

Perform the same validation as for **Student Enrollment**, **001.2A.4 Track Number**, except that instead of populating the *Track Number* to a new *SdSchoolMemberships*, this process will merely validate that the submitted *Track Number* is valid for this Entity ID during the **Fiscal Year** identified by the First Day of Membership.

### 003.2.3 FIND THE MEMBERSHIP

*A previous membership must be found for this student at this LEA starting with the First Day of Membership given.*

If SdSchoolMemberships for this (Entity ID + Student ID + First Day of Membership {+ Track Number}) is **not** found in the Student database, then:

*no original membership or readmission was found for this student at this LEA for this date.*

Report the discrepancy as: **ERROR:** system-message -9019.

**Solution:** There are two possible solutions, depending on the situation.

- If the key fields on the transaction are all correct, submit the **Student Enrollment** or **Student Readmission** to create the required condition on SAIS to precede this withdrawal. Then resubmit this transaction.
- If one or more of the key fields on the transaction are incorrect, resubmit this transaction with the correct LEA, Student ID, First Day of Membership and Track Number.

Else, if the membership **is** found, **but** a withdrawal has already occurred, then:

*the student is already withdrawn from this membership*

Report the discrepancy as: **ERROR:** system-message -15002.

**Solution:** If all dates are correct, there is no solution required. If the existing withdrawal was sent in error (the date was wrong), it must be deleted and this **Student Withdrawal** resubmitted.

Else, if the membership **is** found and there is **no** accompanying withdrawal, continue.

*this is the correct membership and it is still active*

Continue processing.

### 003.2.5 OPERATION CODE

*From here on, Validation relies on the Operation Code. Perform one of the remaining sub-steps, depending upon the value of Operation Code.*

If Operation Code = A (add), then:

Perform **003.2A Add operation**.

If Operation Code = C (change), then:

Perform **003.2C Change operation**.

If Operation Code = D (delete), then:

Perform **003.2D Delete operation**.

## 003.2A Add operation

### 003.2A.1 WITHDRAWAL ACTIVITY CODE

If Withdrawal Activity Code is **not** a value relevant to withdrawals (see the Activity Codes starting with a "W" in the **Transaction Requirements Code Values** document), then:

Report the discrepancy as: **ERROR:** system-message -15000.

**Solution:** Resubmit this transaction including the correct Withdrawal Activity Code.

If Withdrawal Activity Code is "WT", then:

*"WT" (transfer to other grade in same school) can't be submitted using a **Student Withdrawal** transaction*

Report the discrepancy as: **ERROR:** system-message -15001.

**Solution:** Submit a **Student Grade Transfer** transaction instead.

If this edit ended successfully (no severity level of ERROR), then set the following elements as appropriate:

Set SdWithdrawals RefExitActivityID from Withdrawal Activity Code.

### 003.2A.2 STUDENT IDENTIFIERS

Perform the same validation as for **Student Readmission**, **002.2A.2 Student identifiers**.

### 003.2A.3 WITHDRAWAL DATE

If Withdrawal Date is not a valid school date

*the withdrawal date is not valid according to the school calendar*

Report the discrepancy as: **ERROR:** system-message -9004.

**Solution:** Fix the calendar or the withdrawal date. Then resubmit this transaction.

If Withdrawal Date is < the retrieved SdSchoolMemberships EntryDtm

*the withdrawal date is earlier than the First Day of Membership*

Report the discrepancy as: **ERROR:** system-message -15009.

**Solution:** There are two possible alternatives.

- If the submitted withdrawal date is wrong, resubmit this transaction with the correct information.
- If the submitted First Day of Membership is wrong, resubmit this transaction with the correct information.
- If the SAIS First Day of Membership is wrong, delete the SdSchoolMemberships on SAIS; resubmit the **Student Enrollment** or **Student Readmission** with the correct First Day of Membership; then resubmit this transaction with the correct First Day of Membership.

If this edit ended successfully (no severity level of ERROR), then set the following elements:

Set SdWithdrawals ExitDtm from Withdrawal Date.

### 003.2A.4 ALL OTHER ELEMENTS

The remaining elements require no further edits.

If this edit ended successfully (no severity level of ERROR), then set the following elements:

Set SdWithdrawals FiscalYear to **Fiscal Year** calculated in **001.2A.4 Track Number**.

## 003.2C Change operation

### 003.2C.1 UPDATE WITHDRAWAL ELEMENTS

Perform related validation in the section describing the "add" operation: **003.2A.1 Withdrawal Activity Code**.

For each changeable element on the submitted transaction,  
Compare submitted value to existing SAIS value  
If the {submitted element} is different from the {SAIS element}:  
Set {the SAIS element} from {the submitted element value}.

If no transaction elements were different from SAIS elements,  
Report the discrepancy as: **WARNING:** system-message -209000.

**Solution:** None. SAIS will not be updated.

DO NOT UPDATE THE SAIS DATABASE.

## 003.2D Delete operation

*Note: Membership dates for {Entity ID + SAIS ID + Track Number} cannot overlap. This will reject with an error. Logically, the only time this problem can occur is when an SAIS receives for the same student with {key noted above}: A) an Enrollment "add" operation; B) a Withdrawal "add" operation; C) a Readmission "add" operation; D) a Withdrawal "delete" operation.*

The delete operation removes:

- the only existing withdrawal row for this student at this school whose withdrawal date matches that on the submitted transaction, and
- any automatic withdrawals that may have been issued by SAIS in response to the withdrawal referred to in (a.).

As shown in **Table 4 Withdrawal Transaction Element Optionality**, all but the required elements for the delete operation will be ignored.

Retrieve the row from the SdWithdrawals table that matches the key elements in the submitted transaction.

If SdWithdrawals for this (Entity {+ Track Number } + Student ID + First Day of Membership + Withdrawal Date) does **not** exist in the database,

Report the discrepancy as: **ERROR:** system-message -15011.

**Solution:** There are two possible solutions, depending on the situation.

- If the key fields on the transaction are all correct, then no action is required, since the withdrawal this transaction attempts to delete does not exist.
- If one or more of the key fields on the transaction are incorrect, resubmit this transaction with the correct data.

DO NOT CONTINUE.

If there is no **ERROR** above, then:

proceed to **003.3 Step 3: SAIS Database Update**

Else

DO NOT CONTINUE.

**003.3 STEP 3: SAIS DATABASE UPDATE**

If any verification or validation edit failed with severity level of **ERROR**,  
DO NOT PERFORM THIS STEP.

For each of the following database "write" or "delete" actions:

Set the timestamp, user, and status elements (CreatedUser, CreatedDtm, and Status) appropriately.

If the updated entity (either added, changed, or deleted) is an entity that SAIS may automatically update:

*EXAMPLE: The LEA submits a withdrawal to ADE. When SAIS processes it, the UpdateMethodIndicator is set to "submitted." As a result of this submitted withdrawal, SAIS will automatically withdraw the student from all programs/services in which he is registered with SAIS as receiving services. The UpdateMethodIndicator for each of these program/service withdrawals will be set to "automatic." Thus, if the LEA recognizes that the withdrawal was done in error and submits a withdrawal "delete" operation, SAIS can reverse the automatic program/service withdrawals it created.*

Set the UpdateMethodIndicator:

- to "submitted", if the update was specifically requested by the LEA
- to "automatic" if the update was done automatically by SAIS as a result of actions taken for a submitted transaction.

For each of the following database "write" or "delete" actions that **is** successful:

Issue an informational message (if positive reporting is being done).

For each of the following database "write" or "delete" actions that is **not** successful:

SAIS will log a transaction activity status on the submission results of: Message 7, "Record failed due to SAIS internal errors, but will be retried."

Additionally, SAIS will log a file activity status of: Message 11, "File processed but contains transactions that will be retried."

**Solution:** SAIS will retry the transaction.

If Operation Code = A (add), then:

Perform **003.3A Add withdrawal**.

Else, if Operation Code = C (change), then:

Perform **003.3C Change withdrawal**.

Else, if Operation Code = D (delete), then:

Perform **003.3D Delete withdrawal**.

### 003.3A Add withdrawal

#### 003.3A.1 ISSUE THE MEMBERSHIP WITHDRAWAL

Set foreign key:

Set SdWithdrawals StudentSchoolMembershipID from SdSchoolMemberships ID.

Write new row to SdWithdrawals table in SAIS Student database.

If the database "write" action **was** successful

proceed to step **003.3A.2 Issue automatic exits**

Else, if the database "write" action was **not** successful

DO NOT CONTINUE.

#### 003.3A.2 ISSUE AUTOMATIC EXITS

*To streamline the process, when SAIS receives a **Student Withdrawal**, SAIS will issue automatic exits from student grade placement\*. (Note that needs and participation in programs/services will not be automatically exited, since a student may receive from a state school services for special needs, without receiving regular instruction from a state school.) A Withdrawal Method Code will differentiate automatic withdrawals from manual exits. In case the **Student Withdrawal** was submitted in error, all automatic exits must be backed out.*

*Alternatively, if the withdrawal date was incorrect, all automatic exits must be corrected automatically. For further information on these reversals, see the later section **003.3D.2 Back out automatic exits**.*

Mark each withdrawal with a **Withdrawal Method Code** identifying these as automatically generated withdrawals.

#### **\* Note on automatically exiting grade placements**

*For the **Student Withdrawal** transaction: When a student withdraws from a membership before the end of the school year, the Student Withdrawal process closes out the open GradeMembership with an exit date matching that of the withdrawal; SAIS will assign it an exit status of "W".*

*"W" should only be assigned automatically by SAIS. "W" is not a valid code for use by the districts; it will be rejected by SAIS if found on a **Student Grade Transfer** transaction.*

### 003.3C Change withdrawal

Write updated row to SdWithdrawals table in SAIS Student database.

### 003.3D Delete withdrawal

#### 003.3D.1 DELETE THE WITHDRAWAL ALREADY ON SAIS

*The row in the SdWithdrawals table that matches the key elements in the submitted transaction was retrieved earlier.*

Delete the selected row of SdWithdrawals.

If the delete **was** successful then:

    proceed to step **003.3D.2 Back out automatic exits**

Else, if the delete was **not** successful then:

**DO NOT CONTINUE.**

#### 003.3D.2 BACK OUT AUTOMATIC EXITS

*For a discussion of automatic exits, see the earlier section, **003.3A.2 Issue automatic exits.***

*Note that if the student has a special need and/or participates in a program or service for that need, those needs and program/service participation must be exited separately. See the Needs Requirements document for a discussion of the Needs area.*

Find each program & service withdrawal and grade exit whose exit date is the same as the submitted withdrawal date AND whose **Withdrawal Method Code** identifies it as an automatically generated withdrawal.

Remove the withdrawal date and withdrawal method code from that grade exit. In other words, reactivate or "un-withdraw" the student.

## STUDENT ABSENCE

If a student has missed a portion of a day or a whole day during a school day, a **Student Absence** transaction for this school day has to be submitted. The **Student Absence** transactions, which cover **at most** one school day of the absence period, should be submitted only after the student has resumed attendance and the absence amount and reason have been resolved for each day. There might be more than one transaction per school day: for example, a child may have a half day absence for an unexcused reason for the first part of the school day and a half day absence for an accident the second part of the school day.

Changes to Absence Date are not allowed. Correction of an Absence Date requires submission of a Delete operation for the erroneous absence (with the previously reported Absence Date), and submission of an Add operation for the correct absence (with the correct Absence Date).

It is possible for a student's instructional time to be submitted to ADE using the metric of attendance time rather than absence time. For further information on this, see the **Student Attendance** transaction later in this document. Pay particular attention to the section titled **Submitting both absence and attendance**.

*Absences should be reported for all students using this **Student Absence** transaction, however, if a student's instructional time is reported to SAIS using the Student Attendance transaction, then absences are not required in the initial implementation of SAIS. This requirement will be added at a later date.*

*Note: At this time, SAIS does not allow absence amounts greater than 1.0. Since absence reporting is limited to a maximum of 1.0, for a single day, for any student who gets credit for attendance of more than 1.0 per day of instruction (e.g., children on a 3-day or a 4-day week), multiple absences must be submitted, none exceeding 1.0, to accomplish a single day's total absence. For example, if a full-time student is on a 4-day week, he actually accrues attendance of 1.25 each day. If he is absent for one of those days, 2 separate Student Absence transactions must be submitted: one for 1.0 one day and another for .25 for another day. This will be addressed in a future release of SAIS.*

The following structure describes the elements in this transaction.

field name	abbreviated name	length	data type	description
Transaction ID	TRANSID	3	I	ID value = 004
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS, but will be sent back to the submitter with any system-generated error or warning message
Operation Code	OPRCD	1	S	A = Add new absence C = Change an existing absence D = Delete an existing absence
Entity ID	ENTITYID	9	S	School identifier; CTDS code
School Student ID	SCHLSTUID	12	S	School-generated student identifier
Student ID	STUDENTID	10	I	ADE-generated student identifier
Absence Date	ABSDT	10	D	The date of the absence
Track Number	TRACK	4	I	For schools or districts with multiple tracks, identifies the track to which this membership applies. (If the school does not have its own calendar, it will use the district's calendar.)

field name	abbreviated name	length	data type	description
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration
Absence Amount	ABSAMT	4	C	The portion of the day the student was absent <i>See Code Values – Absence Amount</i>
Absence Reason Code	ABSRSNCD	2	C	The reason for the absence <i>See Code Values – Absence Reason</i>

## CHANGING ELEMENTS

See the section **How to Change Specific SAIS Elements** at the end of this document for instructions on which transaction should be used to change particular data elements.

The following elements may be changed using this transaction with a "change" operation.

- Absence Amount

## ELEMENT OPTIONALITY

This table defines whether each element is required or optional depending upon Operation Code.

*Note: When conditions state that a change will be made on SAIS, any changeable field on the submitted transaction that does not contain a value — rather, it contains nulls or spaces — will replace the value on SAIS with nulls.*

R: the element is required

X: the element will be ignored

{blank}: the element is optional; a valid value will be captured in SAIS

**Table 5 Absence Transaction Element Optionality**

element	add	change	delete
Transaction ID	R	R	R
Vendor Defined Field	X	X	X
Operation Code	R	R	R
Entity ID	R	R	R
School Student ID	X	X	X
Student ID	R	R	R
Absence Date	R	R	R
Track Number	R	R	R
First Name on Legal Document	X	X	X
Middle Name on Legal Document	X	X	X
Last Name on Legal Document	X	X	X
Absence Amount	R	1	
Absence Reason Code	R	R	R

*1 This element must be different from SAIS for this to be a valid "change".*

**Note on System Message Numbers:** As stated at the beginning of this document in the **General Requirements** chapter, the system messages defined in this document have been changed. A full description of the error message meaning and values may be found in the **Transaction Requirements: System Messages** document.

## 004.1 STEP 1: VERIFICATION

Perform every step in Verification, even if errors are encountered. Report all errors.

### 004.1.1 ALLOWED DATA FORMAT

Perform the same verification as for **Student Enrollment**, **001.1.1 Allowed data format**.

### 004.1.2 ALLOWED CODE VALUES

Using Operation Code only and referring to **Table 5 Absence Transaction Element Optionality**,  
Perform the same verification as for **Student Enrollment**, **001.1.2 Allowed code values**.

### 004.1.3 OPERATION CODE

Perform the same verification as for **Student Withdrawal**, **003.1.3 Operation Code**.

### 004.1.4 MISSING FIELDS

Using **Table 5 Absence Transaction Element Optionality**,  
Perform the same verification as for **Student Enrollment**, **001.1.4 Missing fields**.

## 004.2 STEP 2: VALIDATION

Perform these edits. After successful completion of each of the following edits (no FATAL or ERROR severity levels) and unless stated otherwise in the following sections, proceed to **004.3 Step 3: SAIS Database Update** to update the SAIS database appropriately.

For validation, take into consideration whether the element is required or optional, based on the submitted value for Operation Code. This information is in **Table 5 Absence Transaction Element Optionality**.

### 004.2.1 ENTITY / LEA

Perform the same validation as for **Student Withdrawal**, **003.2.1 Entity / LEA**.

### 004.2.2 FIND THE MEMBERSHIP

*If the school has more than one track for the fiscal year of this membership, the track in which this student is enrolled must be identified.*

If Track Number is **not** submitted

If school has more than one track for this **Fiscal Year** then:

*Track Number is missing*

Report the discrepancy as **ERROR:** system-message -9008.

**Solution:** Resubmit this transaction including the valid Track Number.

Else, if Track Number is submitted

If Track Number is not valid for this Entity ID for this **Fiscal Year** then:

*not a valid Track Number for this school during this school year*

Report the discrepancy as **ERROR:** system-message -9007.

**Solution:** Resubmit this transaction including the valid Track Number.

*Set the temporary element **Fiscal Year** for use throughout the remaining validations.*

Set **Fiscal Year** to the fiscal year identified by the Absence Date.

Retrieve the row from the SdSchoolMemberships table for this **Fiscal Year** whose identifiers match those in the submitted transaction.

If SdSchoolMemberships for (Entity ID & Student ID + **Fiscal Year** + Track Number) is **not** found, then:

*No membership was found for this student at this school during the specified year.*

Report the discrepancy as: **ERROR:** system-message -9019.

**Solution:** There are two possible solutions, depending on the situation.

- If the key fields on the transaction are all correct, submit the **Student Enrollment** or **Student Readmission** to create the required condition on SAIS to precede this absence. then resubmit this transaction.
- If one or more of the key fields on the transaction are incorrect, resubmit this transaction with the correct data.

### 004.2.3 OPERATION CODE

*From here on, Validation relies on the Operation Code. Perform one of the remaining sub-steps, depending upon the value of Operation Code.*

If Operation Code = A (add), then:

Perform **004.2A Add operation**.

Else, if Operation Code = C (change), then:

Perform **004.2C Change operation**.

Else, if Operation Code = D (delete), then:

Perform **004.2D Delete operation**.

## 004.2A Add operation

### 004.2A.1 STUDENT IDENTIFIERS

Perform the same validation as for **Student Readmission**, **002.2A.2 Student identifiers**.

### 004.2A.2 ABSENCE DATE

*As stated in the introduction to this transaction, SAIS will accept **Student Absences** for dates outside the reported membership period for any student, provided there is some membership reported for the student at the school during the fiscal year specified by the date of absence. These date anomalies will be accepted during the data submission phase. SAIS will fix these values before calculating ADM (for funding, reports, or any reason). For more information, see section **Eliminate Absence Dates Outside Enrollment Periods** in the **Transaction Requirements: Integrity Checking Processes** document. At that time SAIS will validate that the Absence Date cannot be the first day of membership or the date of withdrawal; however, the student may be absent on the last day of membership provided that the student was in membership through the last day of school.*

Get the calendar for this LEA, for **Fiscal Year** (the fiscal year indicated by the date of absence), for the track in which this student is enrolled.

If Absence Date is not a valid session day for the **Fiscal Year**,  
Report the discrepancy as: **ERROR:** system-message -18010.

**Solution:** This transaction must be resubmitted with the correct Absence Date OR the LEA's school calendar must be fixed.

If Absence Date is earlier than the First Day of Membership date,  
Report the discrepancy as: **ERROR:** system-message -18011.

**Solution:** This transaction must be resubmitted with the correct Absence Date OR the student's First Day of Membership.

If Absence Date is later than the Withdrawal date,  
Report the discrepancy as: **ERROR:** system-message -18012.

**Solution:** This transaction must be resubmitted with the correct Absence Date OR the LEA's school calendar must be fixed.

If this edit ended successfully (no severity level of ERROR), then set the following elements:

Set SdAbsences AbsenceDtm from Absence Date

Set SdAbsences FiscalYear to **Fiscal Year** calculated earlier in **004.2.2 Find the membership**.

### 004.2A.3 ABSENCE AMOUNT

#### Verify with student FTE

*A student cannot be absent for more time than he is scheduled to attend school that day (his full-time equivalency). \* Absence Amount values out of sync with the existing student membership FTE will **not** be accepted in the data submission stage. If an LEA submits an Absence Amount that exceeds the student's FTE (the percent of a full-time equivalency that the LEA declared this student is enrolled during this time frame of the membership), then SAIS will reject the absence and the LEA must fix the error before the absence will be accepted by SAIS.*

**NOTE:** If for any reason, an LEA should ever retroactively change the student's FTE for a given date after it has submitted absences for that date to SAIS, SAIS will ensure that none of the anomalies described above exist on the SAIS database. SAIS must re-verify all absences for that date in the Integrity Checking process, notifying the submitter to fix any out-of-sync Absence Amount. For further information on this process, see section **Synchronize Absence Amounts with FTE**, in section **008.2A.4 FTE & Share values; Part I** of chapter **Student FTE & Share**.

*\*Absence Amount reflects the actual time the student is absent. Therefore, a student attending half-time at a school (i.e., he has a full-time equivalency of 50% equivalency at the school) may only have a maximum absence value of .50 reported for any given day.*

Get the SdMembershipFTEShare for this membership for the time span covering this absence, where RefMembershipPortionID = "FTE".

If the FTE is **not** found for the membership which includes Absence Date, then:  
Report the discrepancy as: **ERROR:** system-message -18009.

**Solution:** There are two possible solutions, depending on the situation.

- If the key fields on the transaction are all correct, submit the **Student FTE & Share** transaction to create the required condition on SAIS to precede this absence. Then resubmit this transaction.
- If one or more of the key fields on the transaction are incorrect, resubmit this transaction with the correct data.

Else, if the FTE **is** found for this membership (which includes Absence Date), then:

If Absence Amount > Student Membership FTE for this membership, then:  
Report the discrepancy as: **ERROR:** system-message -18006.

**Solution:** If the Absence Amount is incorrect, a "change" operation can be submitted. If the Student Membership FTE for this membership is incorrect, it must be fixed with a **Student FTE & Share** transaction.

Else If Absence Date is the First Day of Membership OR the Withdrawal Date,  
AND the Absence Amount >= the FTE value

*in other words, the child cannot be absent for the entire time on his first or last day of school*

Report the discrepancy as: **ERROR:** system-message -18013.

**Solution:** This transaction must be resubmitted with the correct Absence Date OR the LEA's school calendar must be fixed.

If this edit ended successfully (no severity level of ERROR), then set the following elements:

Set SdAbsences AbsentAmt from Absence Amount.

#### 004.2A.4 ABSENCE REASON

Set SdAbsences RefAbsenceReasonID from Absence Reason Code.

## 004.2C Change operation

### 004.2C.1 GET EXISTING ABSENCE

Retrieve the row from the SdAbsences table that matches the key elements in the submitted transaction.

If the relevant SdAbsences to be changed is not found, then:

*The original absence was not found.*

Report the discrepancy as: **ERROR:** system-message -18007.

**Solution:** There are two possible solutions, depending on the situation.

- If the key fields on the transaction are all correct, submit the **Student Absence** to create the required condition on SAIS to precede this absence. Then resubmit this transaction.
- If one or more of the key fields on the transaction are incorrect, resubmit this transaction with the correct data.

DO NOT CONTINUE.

### 004.2C.2 ABSENCE DATE

Perform the same validation as for the "Add" operation, **004.2A.2 Absence Date**.

If this edit ended successfully (no severity level of ERROR), then set the following elements:

Set SdAbsences AbsenceDtm from Absence Date.

### 004.2C.3 ABSENCE AMOUNT

Perform the same validation as for the "Add" operation, **004.2A.3 Absence Amount**.

If this edit ended successfully (no severity level of ERROR), then set the following elements:

Set SdAbsences AbsentAmt from Absence Amount.

### 004.2C.4 ABSENCE REASON CODE

Set SdAbsences RefAbsenceReasonID from Absence Reason Code.

If no transaction elements were different from SAIS elements,

Report the discrepancy as: **WARNING:** system-message -209000.

**Solution:** None. SAIS will not be updated.

DO NOT UPDATE THE SAIS DATABASE.

## 004.2D Delete operation

As shown in **Table 5 Absence Transaction Element Optionality**, all but the required elements for the delete operation will be ignored.

### 004.2D.1 GET EXISTING ABSENCE

Perform the same validation as for the "Change" operation, **004.2C.1 Get existing absence**.

If there is no **ERROR** above, then:

Proceed to step **004.3 Step 3: SAIS Database Update**

Else,

DO NOT CONTINUE.

### 004.3 STEP 3: SAIS DATABASE UPDATE

If any verification or validation edit failed with severity level of **ERROR**,  
DO NOT COMPLETE THIS STEP.

For each of the following database "write" or "delete" actions:

Set the timestamp, user, and status elements (CreatedUser, CreatedDtm, and Status) appropriately.

If the updated entity (either added, changed, or deleted) is an entity that SAIS may automatically update:

*EXAMPLE: The LEA submits a withdrawal to ADE. When SAIS processes it, the UpdateMethodIndicator is set to "submitted." As a result of this submitted withdrawal, SAIS will automatically withdraw the student from all programs/services in which he is registered with SAIS as receiving services. The UpdateMethodIndicator for each of these program/service withdrawals will be set to "automatic." Thus, if the LEA recognizes that the withdrawal was done in error and submits a withdrawal "delete" operation, SAIS can reverse the automatic program/service withdrawals it created.*

Set the UpdateMethodIndicator:

- to "submitted", if the update was specifically requested by the LEA
- to "automatic" if the update was done automatically by SAIS as a result of actions taken for a submitted transaction.

For each of the following database "write" or "delete" actions that **is** successful:

Issue an informational message (if positive reporting is being done).

For each of the following database "write" or "delete" actions that is **not** successful:

SAIS will log a transaction activity status on the submission results of: Message 7, "Record failed due to SAIS internal errors, but will be retried."

Additionally, SAIS will log a file activity status of: Message 11, "File processed but contains transactions that will be retried."

**Solution:** SAIS will retry the transaction.

If Operation Code = A (add), then:

Perform **004.3A Add absence**.

Else, if Operation Code = C (change), then:

Perform **004.3C Change absence**.

Else, if Operation Code = D (delete), then:

Perform **004.3D Delete absence**.

**004.3A Add absence**

Set foreign key:

Set SdAbsences StudentSchoolMembershipID from SdSchoolMemberships ID.

Write new row to SdAbsences table in SAIS Student database.

**004.3C Change absence**

*The row in the SdAbsences table that matches the key elements in the submitted transaction was retrieved earlier. All submitted elements have already been set in that row.*

Update the selected row of SdAbsences.

**004.3D Delete absence**

*The row in the SdAbsences table that matches the key elements in the submitted transaction was retrieved earlier.*

Delete the selected row of SdAbsences.

## STUDENT PERSONAL INFORMATION

This transaction is used to create a new student on SAIS for whom there will be no memberships. In pre-SAIS terms, an example of this would be a student who is ineligible for generating ADM funding but who does generate Special Education funding. In this scenario, no membership data is required by SAIS but we must know personal information about the student. In this situation a Student Personal Information transaction would be submitted.

This transaction can also be used to submit changes to any element of a student's personal information and to fix data entry errors. "Personal information" is comprised of the characteristics of the student, which **are independent of his membership in a school**: these characteristics include name, gender, and birth date. The only allowable operations for this transaction are an Add or a Change operation.

*SAIS will retain fundamental "student" information from only the most recent main school during a single fiscal year.*

The following structure describes the elements in this transaction.

field name	abbreviated name	length	data type	description
Transaction ID	TRANSID	3	I	ID value = 005
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS, but will be sent back to the submitter with any system-generated error or warning message
Operation Code	OPRCD	1	S	A = Add only a student's characteristics to SAIS C = Change student's existing characteristics
Entity ID	ENTITYID	9	S	School identifier; CTDS code
School Student ID	SCHLSTUID	12	S	School-generated student identifier
Student ID	STUDENTID	10	I	ADE-generated student identifier
Capture Date	EFFDATE	10	D	The date this change information was captured. This is sometimes referred to as "effective date".
Old First Name on Legal Document	OLDFIRSTNM	30	S	Student first name as it appears on the legal document provided for registration. For an add, this should be identical to "new" information below. For a change, this is the information already on SAIS.
Old Middle Name on Legal Document	OLDMIDDLNM	30	S	Student middle name as it appears on the legal document provided for registration. For an add, this should be identical to "new" information below. For a change, this is the information already on SAIS.
Old Last Name on Legal Document	OLDLASTNM	40	S	Student last name as it appears on the legal document provided for registration. For an add, this should be identical to "new" information below. For a change, this is the information already on SAIS.
New First Name on Legal Document	FIRSTNM	30	S	The student's new first name as it appears on the legal document provided for registration. For an add, this should be identical to the correlating old information above. For a change, this is the information that should be updated to SAIS.
New Middle Name on Legal Document	MIDDLNM	30	S	The student's new middle name as it appears on the legal document provided for registration. For an add, this should be identical to the correlating old information above. For a change, this is the information that should be updated to SAIS.

field name	abbreviated name	length	data type	description
New Last Name on Legal Document	LASTNM	40	S	The student's new last name as it appears on the legal document provided for registration. For an add, this should be identical to the correlating old information above. For a change, this is the information that should be updated to SAIS.
Name Extension on Legal Document	EXTNNM	3	S	Suffix to Student last name, e.g., Jr., Sr., III
Nickname Student Goes By	NICKNM	30	S	A familiar form of a name given instead of or in addition to the student's first, middle, and/or last name. This may be the same as Old (or New) First Name on Legal Document.
Last Name Student Goes By	LASTNMGOES BY	40	S	The last name the student goes by. This may be the same as Old (or New) Last Name on Legal Document.
Gender Code	GENDERCD	1	C	Student sex <i>See Code Values – Gender</i>
Ethnicity Code	ETHNICCD	3	C	Student ethnic origin <i>See Code Values – Ethnicity</i>
Birth Date	DOB	10	D	The birth date of the student
Country of Birth Code	CTRYBRTHCD	2	C	Country in which student was born <i>See Code Values – Country</i>
State of Birth Code	STATBRTHCD	2	C	State in USA or its territories in which student was born <i>See Code Values – States</i>
Foreign Exchange Indicator	FORGNXCHG	1	L	Indication that student is in the USA via a foreign exchange program
Normal Graduation Year	NORMGRADY R	4	I	The student's class affiliation, defined by Arizona as 4 years after student's first membership in 9 <sup>th</sup> grade.
Home Language Code	HMLANGCD	2	C	The language spoken at home <i>See Code Values – Home Language</i>
Responsible Party's First Name on Legal Document	MOMFIRSTNM	30	S	The first name of the adult responsible for the student (mother, father, guardian, responsible party, or the student himself if he is emancipated) as it appears on the legal document provided for registration. This is used only to match a new student to an existing SAIS record.
Responsible Party's Last Name on Legal Document	MOMLASTNM	40	S	The last name of the adult responsible for the student (mother, father, guardian, responsible party, or the student himself if he is emancipated) as it appears on the legal document provided for registration. This is used only to match a new student to an existing SAIS record.
Tribal Name	TRIBALNM	20	S	A name borne in common by members of a tribe or clan. This is used only to match a new student to an existing SAIS record.
Previous School Entity ID	PREVSCHLID	9	S	School identifier of school attended prior to this school; CTDS code <b>if</b> Arizona school, blank if a non-Arizona school. This information is required only for students who transferred from another Arizona school.
Previous School Student ID	PREVSTUID	12	S	Student identifier in <u>Previous School Entity ID</u> ; School-generated student identifier <b>if</b> <u>Previous School Entity ID</u> is Arizona school, blank if a non-Arizona school. This information is required only for students who transferred from another Arizona school.
Previous State Code	PREVSTATE	2	C	State in which school attended prior to this school dwells. This information is required only for students who transferred from a school in the United States. <i>See Code Values - States</i>

## CHANGING ELEMENTS

See the section **How to Change Specific SAIS Elements** at the end of this document for instructions on which transaction should be used to change particular data elements.

The following elements may be changed using this transaction with a "change" operation.

- New First Name on Legal Document
- New Middle Name on Legal Document
- New Last Name on Legal Document
- Name Extension on Legal Document
- Nickname Student Goes By
- Last Name Student Goes By
- Gender Code
- Ethnicity Code
- Birth Date
- Country of Birth Code
- State of Birth Code
- Foreign Exchange Indicator
- Normal Graduation Year
- Home Language Code
- Responsible Party's First Name on Legal Document
- Responsible Party's Last Name on Legal Document
- Tribal Name
- Previous State Code

## ELEMENT OPTIONALITY

*This table defines whether each element is required or optional.*

*Note: When conditions state that a change will be made on SAIS, any changeable field on the submitted transaction that does not contain a value — rather, it contains nulls or spaces — will replace the value on SAIS with nulls.*

R: the element is required

X: any value in the submitted element will be ignored

{blank}: the element is optional; a valid value will be captured in SAIS

As documented in the chapter **How to Change Specific SAIS Elements**, a "change" operation is a full replacement of the SAIS data. In other words, it will update SAIS with every element on the submitted transaction. The elements below that are designated as required are those elements that require a non-null value on SAIS. For instance, every student must have a declared gender, a real birth date, and a first and last name. Alternatively, not every student will have a tribal name.

*This table is found on the next page.*

**Table 6 Personal Information Transaction Element Optionality**

<i>element</i>	<i>add</i>	<i>change</i>	<i>element</i>	<i>add</i>	<i>change</i>
Transaction ID	R	R	Last Name Student Goes By	R	R
Vendor Defined Field	X	X	Gender Code	R	R
Operation Code	R	R	Ethnicity Code	R	R
Entity ID	R	R	Birth Date	R	R
School Student ID	X	X	Country of Birth Code	5	5
Student ID		R	State of Birth Code	5	5
Capture Date	R	R	Foreign Exchange Indicator	R	R
Old First Name on Legal Document		R	Normal Graduation Year	X (1)	1
Old Middle Name on Legal Document			Home Language Code	R	R
Old Last Name on Legal Document		R	Responsible Party's First Name on Legal Document	R	R
New First Name on Legal Document	R	R	Responsible Party's Last Name on Legal Document	R	R
New Middle Name on Legal Document			Tribal Name		
New Last Name on Legal Document	R	R	Previous School Entity ID	2	X
Name Extension on Legal Document			Previous School Student ID	3	X
Nickname Student Goes By			Previous State Code	4	X

- 1 Normal Graduation Year is required for all high school students who are not special needs-only students. Therefore, since by definition the "add" is performed only for special needs-only students, this element will be ignored for the "add" operation and it will not be populated to the SAIS database.
- 2 Previous School Entity ID is only required on an "add" operation for a transferring student, and only if the student previously attended a school in the Arizona state school system. The Previous School Entity ID has a predefined code value: the school's CTDS code.
- 3 Previous School Student ID is required only when Previous School Entity ID contains a value. At all other times it must be blank.
- 4 Previous State Code is required only for an "add" operation for a transferring student, and only when Previous School Entity ID is blank. If this is not a US state, it may contain the code ZZ (the value for "not US"), or it may remain blank.
- 5 Country of Birth Code is always required **except when the value is the USA**. If the Country of Birth was the USA, then this field may contain the code US (the value for "United States") or UM ("US Minor Outlying Islands"), or it may remain blank.  
State of Birth Code is always required **except when the Country of Birth Code is not USA**. If the Country of Birth was not the USA, then this field may contain the code ZZ (the value for "not US"), or it may remain blank.

**Note on System Message Numbers:** As stated at the beginning of this document in the **General Requirements** chapter, the system messages defined in this document have been changed. A full description of the error message meaning and values may be found in the **Transaction Requirements: System Messages** document.

## 005.1 STEP 1: VERIFICATION

Perform every step in Verification, even if errors are encountered. Report all errors.

### 005.1.1 ALLOWED DATA FORMAT

Perform the same verification as for **Student Enrollment**, **001.1.1 Allowed data format**.

### 005.1.2 ALLOWED CODE VALUES

Using **Table 6 Personal Information Transaction Element Optionality**,  
Perform the same verification as for **Student Enrollment**, **001.1.2 Allowed code values**.

### 005.1.3 OPERATION CODE

If Operation Code **not** A (add) or C (change), then:

Report the discrepancy as: **ERROR:** system-message -9000.

**Solution:** Resubmit this transaction with the correct Operation Code.

### 005.1.4 MISSING FIELDS

Using **Table 6 Personal Information Transaction Element Optionality**,

Perform the same verification as for **Student Enrollment**, **001.1.4 Missing fields**.

## 005.2 STEP 2: VALIDATION

*Perform these edits. After successful completion of each of the following edits (no FATAL or ERROR severity levels) and unless stated otherwise in the following sections, proceed to **005.3 Step 3: SAIS Database Update** to update the SAIS database appropriately.*

*For validation, take into consideration whether the element is required or optional as identified in **Table 6 Personal Information Transaction Element Optionality**.*

### 005.2.1 ENTITY / LEA

Perform the same validation as for **Student Withdrawal**, **003.2.1 Entity / LEA**.

### 005.2.2 OPERATION CODE

*From here on, Validation relies on the Operation Code. Perform one of the remaining sub-steps, depending upon the value of Operation Code.*

If Operation Code = A (add), then:

Perform **005.2A Add operation**.

Else, if Operation Code = C (change), then:

Perform **005.2C Change operation**.

## 005.2A Add operation

### 005.2A.1 STUDENT IDENTIFIERS

*Check to see if the student already exists on SAIS.*

Perform the same validation as for **Student Enrollment**, **001.2A.2.1 SAIS Student ID**.

- *If the SAIS Student ID is provided and the student is found on SAIS, then this transaction is unnecessary; perhaps the user should have submitted a "change" operation to update the information on SAIS.*
- *If the SAIS Student ID is NOT provided and matching shows that this student indeed does not exist on SAIS, generate a SAIS Student ID and proceed.*

**005.2A.2 CREATE STUDENT**

The remaining elements require no edits. If they are present, populate them to the new row in the appropriate table in the SAIS Student database.

Perform **001.2A.8 Country & State of Birth**.

If this edit ended successfully (no severity level of ERROR), then set the following elements as appropriate:

Set SdStudents FirstName from New First Name on Legal Document.  
 Set SdStudents MiddleName from New Middle Name on Legal Document.  
 Set SdStudents LastName from New Last Name on Legal Document.  
 Set SdStudents NameExtension to Name Extension on Legal Document.  
 Set SdStudents NickName from Nickname Student Goes By.  
 Set SdStudents LastNameBirth from Last Name Student Goes By.  
 Set SdStudents Gender from Gender Code.  
 Set SdStudents RefEthnicityID from Ethnicity Code.  
 Set SdStudents BirthDate from Birth Date.  
 Set SdStudents ForeignExchange from Foreign Exchange Indicator.  
 Set SdStudents NormalGradYear to Normal Graduation Year.  
 Set SdStudents RefHomeLanguageID from Home Language Code.  
 Set SdStudents ResponsiblePartyFirstName from Responsible Party's First Name on Legal Document.  
 Set SdStudents ResponsiblePartyLastName from Responsible Party's Last Name on Legal Document.  
 Set SdStudents ClanName from Tribal Name.

**005.2C Change operation****005.2C.1 STUDENT IDENTIFIERS**

*The submitting entity must have a connection to the student for which they are giving data to ADE. Despite the fact that personal characteristics are associated with the student himself and not with any single membership, SAIS must ensure that a membership exists for the school and time period for which this information is being submitted.*

Perform the same validation as for **Student Readmission**, **002.2A.2 Student identifiers**.

**005.2C.2 UPDATE PERSONAL ELEMENTS**

See related validations in the **Student Enrollment** section.

*Ethnicity classification may change over the course of a student's association with ADE.*

For each element on the submitted transaction,

Compare submitted value to existing SAIS value

If the {submitted element} is different from the {SAIS element}:

If Birth Date is different from the SAIS row,

Perform the validations in Enrollment section and **001.2A.8 Country & State of Birth**.

Set {the SAIS element} from {the submitted element value}.

If no transaction elements were different from SAIS elements,

Report the discrepancy as: **WARNING:** system-message -209000.

**Solution:** None. SAIS will not be updated.

DO NOT UPDATE THE SAIS DATABASE.

**005.3 STEP 3: SAIS DATABASE UPDATE**

If any verification or validation edit failed with severity level of **ERROR**,  
DO NOT COMPLETE THIS STEP.

For each of the following database "write" or "update" actions:

Set the timestamp, user, and status elements (CreatedUser, CreatedDtm, and Status) appropriately.

For each of the following database "write" or "update" actions that **is** successful:

Issue an informational message (if positive reporting is being done).

For each of the following database "write" or "update" actions that is **not** successful:

SAIS will log a transaction activity status on the submission results of: Message 7, "Record failed due to SAIS internal errors, but will be retried."

Additionally, SAIS will log a file activity status of: Message 11, "File processed but contains transactions that will be retried."

**Solution:** SAIS will retry the transaction.

If Operation Code = A (add), then:

Perform **005.3A Add student**.

Else, if Operation Code = C (change), then:

Perform **005.3C Change student**.

**005.3A Add student**

*The row in the SdStudents table that matches the key elements in the submitted transaction was retrieved earlier. All submitted elements have already been set in that row.*

Write new row to SdStudents table in SAIS Student database.

**005.3C Change student**

*The row in the SdStudents table that matches the key elements in the submitted transaction was retrieved earlier. All submitted elements have already been set in that row.*

Update the selected row of SdStudents.

## STUDENT MEMBERSHIP CHANGE

This transaction is designed to capture membership-related elements that can change independently of personal information or district of residence. The set of elements in one **Student Membership Change** transaction are unique to one single membership for a student.

This transaction should be used when one of the following membership-related elements is either incorrect on SAIS or has changed during the term of this membership.

*At this time, there is no method by which a Track Number can be changed mid-year. Withdrawing the student and readmitting him with the new track number must accomplish this.*

### CHANGING A REGISTER ID MID-YEAR

Enrollment/Withdrawal Codes of ER/WR are not accepted by SAIS. To notify ADE when a student moves from one register another during a single school year, use the **Student Grade Transfer** transaction.

*Some schools use Register ID to identify students in a self-contained setting, so they can determine whether a student is funding-generating or not (e.g., preschool students only generate funding for ADM if they are placed in a self-contained setting). ADE has no way to know which Register IDs reflect funding situations and which ones do not.*

In SAIS, regardless of the Register ID the child is assigned to, his Tuition Payer Code must reflect whether he is funding-generating (code value 1) or not funding-generating (code value 2) for every day of his membership. This is accomplished with the **Student Payer Factors** transaction.

The following structure describes the elements in this transaction.

field name	abbreviated name	length	data type	description
Transaction ID	TRANSID	3	I	ID value = 006
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS, but will be sent back to the submitter with any system-generated error or warning message
Operation Code	OPRC	1	S	C = Change existing membership details
Entity ID	ENTITYID	9	S	School identifier; CTDS code
School Student ID	SCHLSTUID	12	S	School-generated student identifier
Student ID	STUDENTID	10	I	ADE-generated student identifier
First Day of Membership	ENRDATE	10	D	The day this membership started; the date the student first received instruction for this membership. <b>NOTE: In SAIS, the terms "First Day of Membership" and "Enrollment Date" are used interchangeably.</b>
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration

field name	abbreviated name	length	data type	description
Enrollment Activity Code	ACTVCD	3	C	Type of membership (enrollment or readmission). This is the "E" or "R" Code. <i>See Code Values – Activity</i>
Membership Type	MEMTYPE	1	C	Indicates whether this is the main or ancillary membership for this student <i>See Code Values – Membership Type</i>
Track Number	TRACK	4	I	For schools or districts with multiple tracks, identifies the track to which this membership applies. (If the school does not have its own calendar, it will use the district's calendar.)
<i>empty field (formerly Neighborhood School Indicator: element no longer collected).</i>	<i>empty field: formerly NEIGHSCHL</i>	1	L	<i>This element will not be needed in SAIS at this time and <b>any value submitted here will be ignored.</b> It is used only for the Needs area, and is specifically included there,</i>

## CHANGING ELEMENTS

See the section **How to Change Specific SAIS Elements** at the end of this document for instructions on which transaction should be used to change particular data elements.

The following elements may be changed using this transaction with a "change" operation.

- Enrollment Activity Code
- Membership Type
- School Student ID

**ELEMENT OPTIONALITY**

*This table defines whether each element is required or optional.*

*Note: When conditions state that a change will be made on SAIS, any changeable field on the submitted transaction that does not contain a value — rather, it contains nulls or spaces — will replace the value on SAIS with nulls.*

R: the element is required

X: any value in the submitted element will be ignored

{blank}: the element is optional; a valid value will be captured in SAIS

**Table 7 Membership Change Transaction Element Optionality**

<i>element</i>	<i>change</i>
Transaction ID	R
Vendor Defined Field	X
Operation Code	R
Entity ID	R
School Student ID	R 1
Student ID	R
First Day of Membership	R
First Name on Legal Document	X
Middle Name on Legal Document	X
Last Name on Legal Document	X
Enrollment Activity Code	1
Membership Type	1
Track Number	R
<i>element no longer collected: Neighborhood School</i>	X

*1 At least one of these elements must be different from SAIS for a valid "change".*

**Note on System Message Numbers:** As stated at the beginning of this document in the **General Requirements** chapter, the system messages defined in this document have been changed. A full description of the error message meaning and values may be found in the **Transaction Requirements: System Messages** document.

## 006.1 STEP 1: VERIFICATION

Perform every step in Verification, even if errors are encountered. Report all errors.

### 006.1.1 ALLOWED DATA FORMAT

Perform the same verification as for **Student Enrollment**, **001.1.1 Allowed data format**.

### 006.1.2 ALLOWED CODE VALUES

Using **Table 7 Membership Change Transaction Element Optionality**,  
Perform the same verification as for **Student Enrollment**, **001.1.2 Allowed code values**.

### 006.1.3 OPERATION CODE

Perform the same verification as for **Student Personal Information**, **005.1.3 Operation Code**.

### 006.1.4 MISSING FIELDS

*Note that at least one of the changeable elements listed in **Table 7 Membership Change Transaction Element Optionality** must be different from its value on SAIS for this to be a valid change operation.*

Using **Table 7 Membership Change Transaction Element Optionality**,  
Perform the same verification as for **Student Enrollment**, **001.1.4 Missing fields**.

## 006.2 STEP 2: VALIDATION

*Perform these edits. After successful completion of each of the following edits (no FATAL or ERROR severity levels) and unless stated otherwise in the following sections, proceed to **006.3 Step 3: SAIS Database Update** to update the SAIS database appropriately.*

*For validation, take into consideration whether the element is required or optional as identified in **Table 7 Membership Change Transaction Element Optionality**.*

Compare submitted values to existing values and issue an informational message for each changed element, if SAIS is doing positive reporting.

### 006.2.1 ENTITY / LEA

Perform the same validation as for **Student Withdrawal**, **003.2.1 Entity / LEA**.

### 006.2.2 STUDENT IDENTIFIERS

Perform the same verification as for **Student Readmission**, **002.2A.2 Student identifiers**.

### 006.2.3 FIND THE MEMBERSHIP

Using First Day of Membership instead of Absence Date, perform the validation defined in **Student Absence**;

#### **004.2.2 Find the membership.**

### 006.2.3 UPDATE MEMBERSHIP ELEMENTS

See related validations in the **Student Enrollment** section.

Compare each element on the submitted transaction with its equivalent on SAIS.

If the {submitted element} is different from the {SAIS element}:

Set {the SAIS element} from the {submitted element}.

If no elements on the submitted transaction are different from SAIS,

Report the discrepancy as: **WARNING:** system-message -209000

**Solution:** None. SAIS will not be updated.

DO NOT UPDATE THE SAIS DATABASE.

## **006.3 STEP 3: SAIS DATABASE UPDATE**

If any verification or validation edit failed with severity level of **ERROR**,  
DO NOT PERFORM THIS STEP.

For each of the following database "write" or "delete" actions:

Set the timestamp, user, and status elements (CreatedUser, CreatedDtm, and Status) appropriately.

If the updated entity (either added, changed, or deleted) is an entity that SAIS may automatically update:

*EXAMPLE: The LEA submits a withdrawal to ADE. When SAIS processes it, the UpdateMethodIndicator is set to "submitted." As a result of this submitted withdrawal, SAIS will automatically withdraw the student from all programs/services in which he is registered with SAIS as receiving services. The UpdateMethodIndicator for each of these program/service withdrawals will be set to "automatic." Thus, if the LEA recognizes that the withdrawal was done in error and submits a withdrawal "delete" operation, SAIS can reverse the automatic program/service withdrawals it created.*

Set the UpdateMethodIndicator:

- to "submitted", if the update was specifically requested by the LEA
- to "automatic" if the update was done automatically by SAIS as a result of actions taken for a submitted transaction.

For each of the following database "write" or "delete" actions that is successful:

Issue an informational message (if positive reporting is being done).

For each of the following database "write" or "delete" actions that is **not** successful:

SAIS will log a transaction activity status on the submission results of: Message 7, "Record failed due to SAIS internal errors, but will be retried."

Additionally, SAIS will log a file activity status of: Message 11, "File processed but contains transactions that will be retried."

**Solution:** SAIS will retry the transaction.

*The row in the SdSchoolMemberships table that matches the key elements in the submitted transaction was retrieved earlier. All submitted elements have already been set in that row.*

Write updated SdSchoolMemberships row to SAIS Student database.

## STUDENT DISTRICT OF RESIDENCE TRANSFER

District of residence (DOR) is an essential factor in state aid. It is captured in this transaction and in the membership enrollment transactions (**Student Enrollment** and **Student Readmission**). The DOR is not necessarily the district in which the student resides. DOR as used at ADE is defined in Arizona Statute as a logical construct that enables a district to receive state money generated by a specific student's school membership, even though sometimes that district is not the one providing the educational services. Therefore, the SAIS element name is "Funded District of Residence". Logically, therefore, each membership must have its own DOR.

A student may change Funded District of Residence while continuing to attend the same school. When this happens during the school year while the student continues to attend the same school, a **Student District of Residence Transfer** must be submitted to ADE. This transaction can also be used for changing the start or end date of a child's belonging to a Funded District of Residence.

FYI: If a student moves house and keeps the same funded DOR and has the same value for Neighborhood School, no transaction should be sent to SAIS.

*The DOR in this transaction refers to a membership-related DOR. It should not be confused with a DOR that relates to a Special Education service. A transaction submitted here, no matter what operation code is used, will in no way effect any SPED service-related DOR on SAIS. Adds, changes, and deletes to the DOR relating to a particular SPED service must be submitted using the SPED Service District of Residence Transfer transaction (defined in the [Transaction Requirements: Needs document](#)).*

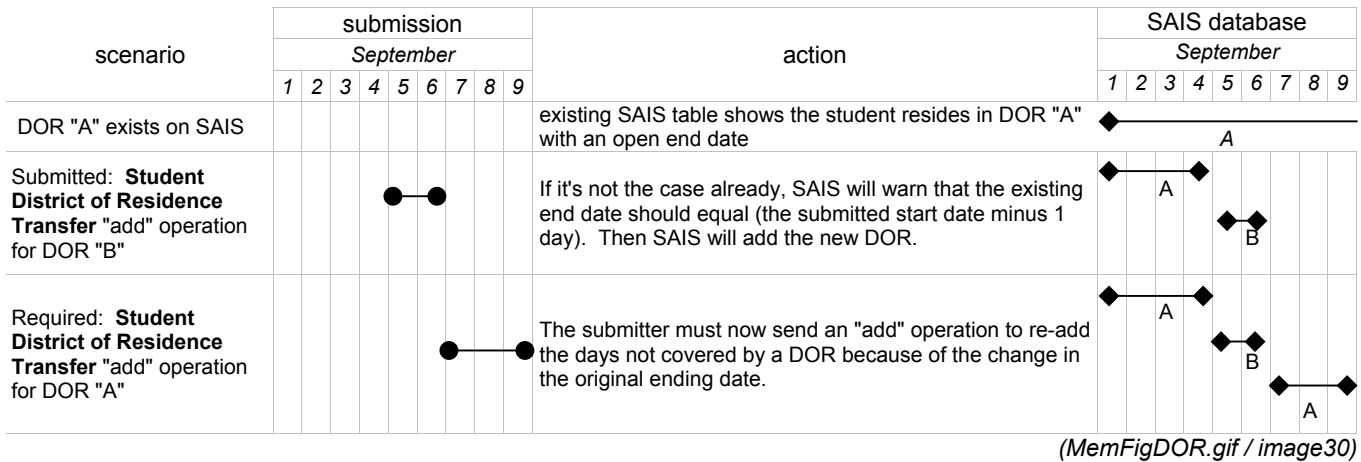
There must be a DOR for every day of a membership
---

## RETROACTIVE CHANGES

As stated above, there must be a DOR for every day of a membership. Because of this, retroactive changes can be made, but they require careful attention from the submitter. To record a retroactive DOR change properly with ADE, the following steps are required.

- The submitter must send SAIS a **Student District of Residence Transfer** "add" operation for the retroactive DOR. It should contain the retroactive DOR information in the fields prefixed with "New", including both a start date and an end date. It should also contain the recalculated end date of the DOR just prior to this one in the fields prefixed with "Old".
  - SAIS will recalculate the end date of the DOR immediately preceding this new DOR to validate that the submitted information is accurate. If the submitted "old" end date isn't the school day preceding the start of this newly inserted DOR, then SAIS will issue a warning. **Warning:** This will have to be fixed at a later date, but note that all DOR information must be in sync before funding will be generated.
  - If any DOR exists on SAIS whose start date overlaps with the newly added DOR, SAIS will again issue a warning. The same warning as above applies.
    - *Start date is a key field, and cannot be changed*
- If the deletion causes a gap in DOR coverage, then the submitter must send SAIS a **Student District of Residence Transfer** "add" operation for the DOR that was effective after the end date of the newly added DOR.
  - *SAIS will not automatically add any DORs to the SAIS database; SAIS will merely try to align what is submitted and notify the submitter when the result is illogical.*

For an illustration, see below. More cases can be found in **Figure 3 District of Residence "add" operation scenarios** later in this chapter.



The following structure describes the elements in this transaction.

field name	abbreviated name	length	data type	description
Transaction ID	TRANSID	3	I	ID value = 007
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS, but will be sent back to the submitter with any system-generated error or warning message
Operation Code	OPRCD	1	S	A = Add a new DOR C = Change an existing DOR D = Delete an existing DOR
Entity ID	ENTITYID	9	S	School identifier; CTDS code
School Student ID	SCHLSTUID	12	S	School-generated student identifier
Student ID	STUDENTID	10	I	ADE-generated student identifier
Track Number	TRACK	4	I	For schools or districts with multiple tracks, identifies the track to which this membership applies. (If the school does not have its own calendar, it will use the district's calendar.)
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration
Old Funded District of Residence	OLDDISTRESID	9	S	School district in which student resides or to which student's residence is assigned; CTDS code
Old Funded DOR Start Date	OLDDORSTRDT	10	D	The date this CTDS became the student's district of residence
Old Funded DOR End Date	OLDDOREND	10	D	The date this CTDS ceased being the student's district of residence
empty field (formerly Old Neighborhood School Indicator)	empty field: formerly OLDNEIGHSC HL	1	L	<i>This element will not be needed in SAIS at this time and <b>any value submitted here will be ignored.</b> It is used only for the Needs area, and is specifically included there.</i>

field name	abbreviated name	length	data type	description
New Funded District of Residence	NEWDISTRESID	9	S	School district in which student resides or to which student's residence is assigned; CTDS code
New Funded DOR Start Date	NEWDORSTRDT	10	D	The date this CTDS became the student's district of residence
New Funded DOR End Date	NEWDOREND	10	D	The date this CTDS ceased being the student's district of residence
empty field (formerly New Neighborhood School Indicator)	empty field: formerly NEIGHSCHL	1	L	<i>This element will not be needed in SAIS at this time and <b>any value submitted here will be ignored</b>. It is used only for the Needs area, and is specifically included there.</i>

## CHANGING ELEMENTS

See the section **How to Change Specific SAIS Elements** at the end of this document for instructions on which transaction should be used to change particular data elements.

The following elements will be changed with a "change" operation. They will be changed if supplied with an "add" operation and a "delete" operation.

- Old Funded District of Residence
- Old DOR End Date

## ELEMENT OPTIONALITY

This table defines whether each element is required or optional.

*Note: When conditions state that a change will be made on SAIS, any changeable field on the submitted transaction that does not contain a value — rather, it contains nulls or spaces — will replace the value on SAIS with nulls.*

R: the element is required

X: any value in the submitted element will be ignored

{blank}: the element is optional; a valid value will be captured in SAIS

**Table 8 DOR Change Transaction Element Optionality**

element	add	change	delete
Transaction ID	R	R	R
Vendor Defined Field	X	X	X
Operation Code	R	R	R
Entity ID	R	R	R
School Student ID	X	X	X
Student ID	R	R	R
Track Number	R	R	R
First Name on Legal Document	X	X	X
Middle Name on Legal Document	X	X	X
Last Name on Legal Document	X	X	X
Old Funded District of Residence	1	R 1	1
Old DOR Start Date	2	R	2
Old DOR End Date	1	1	1

<i>element</i>	<i>add</i>	<i>change</i>	<i>delete</i>
<i>empty field, formerly Old Neighborhood School Indicator</i>	X	X	X
New Funded District of Residence	R	X	R
New DOR Start Date	R	X	R
New DOR End Date		X	X
<i>empty field</i>	X	X	X

- 1 At least one of these elements must be different from SAIS for this to be a valid change.
- 2 If "Old Funded District of Residence" is populated, then this field is required.

**Note on System Message Numbers:** As stated at the beginning of this document in the **General Requirements** chapter, the system messages defined in this document have been changed. A full description of the error message meaning and values may be found in the **Transaction Requirements: System Messages** document.

## 007.1 STEP 1: VERIFICATION

Perform every step in Verification, even if errors are encountered. Report all errors.

### 007.1.1 ALLOWED DATA FORMAT

Perform the same verification as for **Student Enrollment**, **001.1.1 Allowed data format**.

### 007.1.2 ALLOWED CODE VALUES

Using **Table 8 DOR Change Transaction Element Optionality**,  
Perform the same verification as for **Student Enrollment**, **001.1.2 Allowed code values**.

### 007.1.3 OPERATION CODE

Perform the same verification as for **Student Withdrawal**, **003.1.3 Operation Code**.

### 007.1.4 MISSING FIELDS

*Note that at least one of the changeable elements listed in **Table 8 DOR Change Transaction Element Optionality** must be different from its value on SAIS for this to be a valid change operation.*

Using **Table 8 DOR Change Transaction Element Optionality**,  
Perform the same verification as for **Student Enrollment**, **001.1.4 Missing fields**.

## 007.2 STEP 2: VALIDATION

Perform these edits. After successful completion of each of the following edits (no FATAL or ERROR severity levels) and unless stated otherwise in the following sections, proceed to **007.3 Step 3: SAIS Database Update** to update the SAIS database appropriately.

For validation, take into consideration whether the element is required or optional as identified in **Table 8 DOR Change Transaction Element Optionality**.

### 007.2.1 ENTITY / LEA

Perform the same validation as for **Student Withdrawal**, **003.2.1 Entity / LEA**, using the submitted Entity ID and Funded District of Residence.

If the **DOR not** found in the SAIS database, then:

Report the discrepancy as: **ERROR:** system-message -26005.

**Solution:** Resubmit this transaction including the correct DOR information.

### 007.2.2 STUDENT IDENTIFIERS

Perform the same verification as for **Student Readmission**, **002.2A.2 Student identifiers**.

### 007.2.3 START AND END DATES

*Verify that the submitted start date is earlier than the submitted end date.*

If DOR End Date is submitted,

If DOR Start Date >= DOR End Date

Report the discrepancy as: **ERROR:** system-message -26006.

**Solution:** To start a district of residence, resubmit this transaction including the correct dates.

DO NOT CONTINUE WITH THIS EDIT.

In addition, SAIS will check the following date conditions.

- If submitted Old (or New) DOR Start Date is not within the membership, SAIS will reject the transaction with an error.
- If an overlap or a gap occurs as a result of dates already on SAIS (SdDistrictsOfResidence StartDtm) and the dates submitted on the transaction (between Old DOR Start Date and Old DOR End Date and/or between New DOR Start Date and New DOR End Date), this will be allowed and SAIS will issue a warning so that this overlap will be fixed before funding can commence.
- If an overlap or a gap exists within the dates on the submitted transaction (see above), SAIS will reject the transaction with an error.
- If the student has already withdrawn from this membership, and the submitted End Date is later than that Withdrawal Date, SAIS will change the End Date to match the Withdrawal Date and issue a warning.

### 007.2.4 FIND THE MEMBERSHIP

Using one of the dates on the submitted transaction, instead of Absence Date, perform the validation defined in **Student Absence**; **004.2.2 Find the membership**.

### 007.2.5 OPERATION CODE

*From here on, Validation relies on the Operation Code. Perform one of the remaining sub-steps, depending upon the value of Operation Code.*

If Operation Code = A (add), then:

Perform **007.2A Add operation**.

If Operation Code = C (change), then:

Perform **007.2C Change operation**.

If Operation Code = D (delete), then:

Perform **007.2D Delete operation**.

## 007.2A Add operation

### 007.2A.1 FISCAL YEAR

*All remaining validations use only the tables for the fiscal year identified by the **DOR Start Date**.*

*Set the temporary element **Fiscal Year** for use throughout the remaining validations.*

*Set **Fiscal Year** to the fiscal year identified by the DOR Start Date.*

### 007.2A.2 VALIDATE EXISTING DORS

Retrieve all rows from the database that overlap with the submitted transaction. Note that there may be more than one existing SAIS row involved with a single submitted transaction (e.g., a submitted start date could overlap with an earlier SAIS row's end date, and its end date could overlap with a subsequent SAIS row's start date). Treat each existing SAIS row individually.

If the submitted DOR is the same as the DOR on SAIS and the time spans are the same or they overlap,  
*the SAIS value matches the transaction; any changes must be made with a "change" operation*



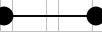

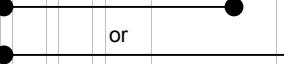


Report it as: **ERROR:** system-message -26011.

**Solution:** If DOR is wrong, resubmit this transaction with the correct value.

Else, if the submitted DOR is different from the DOR on SAIS:

Use the information below to classify the relevant scenario and determine the course of action. In the following scenarios, **earlier** DORs on SAIS overlap with this new one. Fix the dates on SAIS if appropriate.

The following figure illustrates how various scenarios for "add" operations should be handled.

scenario		action taken by SAIS
SAIS 1		existing SAIS table shows a DOR with a specific start and end date
Submission 1		add submission; no change to existing SAIS row
Submission 2		add submission; delete existing row
Submission 3		same action as for Submission scenario 2
Submission 4		same action as for Submission scenario 2
Submission 5		If it's not the case already, SAIS will warn that the existing end date should equal (the submitted start date minus 1 day). Then SAIS will add the new DOR submitted NOTE: The submitter must now send an "add" operation to re-add the days not covered by a DOR because of the change in the original ending date.
Submission 6		If it's not the case already, SAIS will warn that the existing end date should equal (the submitted start date minus 1 day). Then SAIS will add the new DOR submitted.

(MemFig3.gif / image25)

**Figure 3 District of Residence "add" operation scenarios**

### 007.2A.3 ADD NEW DOR

If this edit ended successfully (no severity level of ERROR), then:

Set SdDistrictsOfResidence ID from New Funded District of Residence.

Set SdDistrictsOfResidence StartDtm from New DOR Start Date.

Set SdDistrictsOfResidence EndDtm from New DOR End Date.

Set SdDistrictsOfResidence FiscalYear to **Fiscal Year** determined earlier.

## 007.2C Change operation

### 007.2C.1 FISCAL YEAR

Perform the same validation as in **007.2A.1 Submission dates**.

### 007.2C.2 GET MATCHING DOR

Retrieve the row from the database whose identifiers match those in the submitted transaction.

If (Entity ID + Student ID + Track Number + DOR Start Date) **not** found in the SdDistrictsOfResidence table, then:  
*no matching DOR for this student beginning on the specified start date was found on SAIS*

Report the action as: **ERROR:** system-message -26013.

**Solution:** Resubmit this transaction with the correct key information.

Else, if (the above key) **is** found in the SdDistrictsOfResidence table, then:

If (the above key + Funded District of Residence + DOR End Date) is also found on SAIS,  
*this identical information already exists on the SAIS database*

Report the action as: **WARNING:** system-message -226001.

**Solution:** Resubmit this transaction with the correct key information.

If this edit ended successfully (no severity level of ERROR), then:

Set SdDistrictsOfResidence ID from Old Funded District of Residence.

Set SdDistrictsOfResidence EndDtm from Old DOR End Date.

## 007.2C.3 VALIDATE EXISTING DORS

Retrieve all rows from the database that overlap with the submitted transaction. Note that there may be more than one existing SAIS row involved with a single submitted transaction (e.g., a submitted start date could overlap with an earlier SAIS row's end date, and its end date could overlap with a subsequent SAIS row's start date). Treat each existing SAIS row individually.

If any rows do overlap the submitted transaction (the start and/or end dates of the submitted DOR extend over those already on SAIS), use the information below to classify the relevant scenario and determine the course of action.

The following figure illustrates how various scenarios for "change" operations should be handled.

scenario		action taken by SAIS
SAIS 1 DOR "A"		existing SAIS table shows one DOR: for district "A"
Submission 1 DOR "A" (same)		reject submission (start date doesn't match SAIS row); no change to existing SAIS row
Submission 2 DOR "A" (same)		change existing row on SAIS, changing existing SAIS end date to the submitted end date;  If the submission matches the 3 <sup>rd</sup> or 4 <sup>th</sup> example here, check to see if this change has caused an overlap. If yes, issue a warning about the overlapping entry on SAIS. Report the discrepancy as: <b>WARNING:</b> system-message -226002
Submission 3 DOR "A" (same)		reject the submitted transaction: change was already done
Submission 4 DOR "B" (different)		for <b>any</b> change operation where the DOR on the submission is not found on SAIS, reject submission; no change to existing SAIS row Report the discrepancy as: <b>ERROR:</b> system-message -26005

(MemFig4.gif / image26)

Figure 4 District of Residence "change" operation scenarios

**007.2C.4 VALIDATE OTHER CHARACTERISTICS**

For each changeable element on the submitted transaction,

Compare submitted value to existing SAIS value

If the {submitted element} is different from the {SAIS element}:

Set {the SAIS element} from {the submitted element value}.

If no transaction elements were different from SAIS elements,

Report the discrepancy as: **WARNING:** system-message -226001.

**Solution:** None. SAIS will not be updated.

DO NOT UPDATE THE SAIS DATABASE.

**007.2D Delete operation**

Retrieve the row from the database whose identifiers match those in the submitted transaction.

If (Entity ID + School Student ID + Funded District of Residence + DOR Start Date) is **not** found in the SdDistrictsOfResidence table, then:

*no matching DOR for this student at this time was found on SAIS*

Report the action as: **ERROR:** system-message -26014.

**Solution:** Resubmit this transaction with the correct key information.

DO NOT CONTINUE

Else, if the row **is** found on the SAIS database, then:

Proceed to step **007.3 SAIS Database Update**.

### 007.3 STEP 3: SAIS DATABASE UPDATE

If any verification or validation edit failed with severity level of **ERROR**,  
DO NOT PERFORM THIS STEP.

For each of the following database "write" or "delete" actions:

Set the timestamp, user, and status elements (CreatedUser, CreatedDtm, and Status) appropriately.

If the updated entity (either added, changed, or deleted) is an entity that SAIS may automatically update:

*EXAMPLE: The LEA submits a withdrawal to ADE. When SAIS processes it, the UpdateMethodIndicator is set to "submitted." As a result of this submitted withdrawal, SAIS will automatically withdraw the student from all programs/services in which he is registered with SAIS as receiving services. The UpdateMethodIndicator for each of these program/service withdrawals will be set to "automatic." Thus, if the LEA recognizes that the withdrawal was done in error and submits a withdrawal "delete" operation, SAIS can reverse the automatic program/service withdrawals it created.*

Set the UpdateMethodIndicator:

- to "submitted", if the update was specifically requested by the LEA
- to "automatic" if the update was done automatically by SAIS as a result of actions taken for a submitted transaction.

For each of the following database "write" or "delete" actions that is successful:

Issue an informational message (if positive reporting is being done).

For each of the following database "write" or "delete" actions that is **not** successful:

SAIS will log a transaction activity status on the submission results of: Message 7, "Record failed due to SAIS internal errors, but will be retried."

Additionally, SAIS will log a file activity status of: Message 11, "File processed but contains transactions that will be retried."

**Solution:** SAIS will retry the transaction.

For Operation Code = add,

Perform **007.3A Add DOR**.

For Operation Code = change,

Perform **007.3C Change DOR**.

For Operation Code = delete,

Perform **007.3D Delete DOR**.

#### 007.3A Add DOR

If the flag is set indicating that the "Old" SdDistrictsOfResidence must be updated,  
Write the updated SdDistrictsOfResidence row to the SAIS database.

Set foreign key:

Set SdDistrictsOfResidence StudentID from SdStudents ID.

Write new row to SdDistrictsOfResidence table in SAIS Student database.

---

**007.3C Change DOR**

*The row in the SdDistrictsOfResidence table that matches the key elements in the submitted transaction was retrieved earlier. All submitted elements have already been set in that row.*

If the flag is set indicating that the "Old" SdDistrictsOfResidence must be updated,  
Write the updated SdDistrictsOfResidence row to the SAIS database.

Write updated row to the SdDistrictsOfResidence table.

**007.3D Delete DOR**

*The row in the SdDistrictsOfResidence table that matches the key elements in the submitted transaction was retrieved earlier.*

If the flag is set indicating that the "Old" SdDistrictsOfResidence must be updated,  
Write the updated SdDistrictsOfResidence row to the SAIS database.

Delete the selected row of SdDistrictsOfResidence.

## STUDENT FTE & SHARE

The **Student FTE & Share** transaction allows addition, change, and deletion of values for Student Membership FTE and School Membership Share.

- Student Membership FTE (SdMembershipFTEShare Portion where RefMembershipPortionID = FTE; referred to in the remainder of this section as "FTE") depicts the portion of a full instructional program (the Full-Time Equivalency) a student receives at this school during a specific period of time in this membership.

In some cases Arizona legislation sometimes sets a maximum for total FTE levels by student.

1. at one school of any type: (all tracks together) = 1.0
2. at one district of any type (all schools and tracks together) = 1.0.
3. at one regular district and one charter school district concurrently = 1.0
4. at one voc/tech participating district and one voc/tech district concurrently = 1.25  
SAIS will accept an FTE value of 1.25 for an individual membership in a voc/tech school. Because of the first rule above, during the aggregation calculation we will count no single membership as more than 1.0.

- Share School Membership Share (SdMembershipFTEShare Portion where RefMembershipPortionID = Share; referred to in the remainder of this section as "Share") reflects the portion claimed by this school of all the state aid generated by this student's attendance (and/or membership) during a specific period of time. **Note that this is all funding generated for this student during this period of time, including all other memberships.**

Share is only relevant when a student has concurrent memberships in a combination of districts whose maximum FTE value is legislated by Arizona statute. Specifically, this covers only the cases identified above in groups 2 through 4. In all other cases SAIS will fund the contributing district with the amount of FTE they reported. For instance, if a student has only one membership but the Share is reported as 50%, SAIS will still give 100% of the funding to the membership's designated payee.

The **Student FTE & Share** transaction can be used to:

- Submit new values for FTE and/or Share (Operation Code = A)  
The end date of the previous FTE and/or Share values should be calculated using the start date of the FTE and/or of the Share and the school/student calendar. This previous end date should be the last session day preceding the submitted start date for the new FTE and/or Share.
- Correct erroneous values submitted earlier for FTE and/or Share (Operation Code = C)  
The value(s) of the start date of the FTE and/or of the Share must be either the same as some existing FTE or Share start date on SAIS, or the same as the membership First Day of Membership.
- Delete a previously submitted erroneous Add or Change operation (Operation Code = D)  
The value of the start date of the FTE and/or of the Share has to be the same as the start date of the FTE and/or of the Share on SAIS.

While this transaction contains both elements, these elements are independent of each other. Since this is the case, information for FTE or Share may be submitted separately when either changes. When SAIS receives a "change" operation, the system will compare the submitted values to the data already on the SAIS database, and update only the item(s) that have changed.

As with Tuition Payer Code (SdPayerFactors FundingCode where RefFundingRelatedID="tuition payer") in the **Student Payer Factors** transaction later in this document, both FTE and Share must contain some value for every single day throughout the life of the membership. Their values can fluctuate over the course of a school

year. Also, their start and end dates may fall beyond the membership dates; the funding process will ignore the irrelevant days.

The first FTE and Share are always specified in the **Student Enrollment** transaction. When one or both of these values change midway through the membership period, this **Student FTE & Share** transaction will advise SAIS of that modification. The existing FTE and the existing Share should be exited, with the exit date(s) being calculated as (the new start date minus 1 day).

Because every membership day must have an FTE and a Share associated with it, retroactive changes are accepted. For retroactive changes:

- The FTE, the Share, and the start date are required fields; end date is optional.
- If other FTEs and/or Shares already exist on SAIS for that student during the same fiscal year, and one or more of them overlap with the submitted transaction, SAIS will issue a warning that the prior FTE and/or Share needs to be exited (the prior end date = submitted transaction's start date – 1 day) and all subsequent FTEs and/or Shares have to be reviewed by the district for consistency. All those having incorrect dates must be deleted from SAIS for that fiscal year and possibly re-added with correct start date(s).
- If the effect of this submitted FTEs and/or Shares information is that it will leave a gap on SAIS during which there is no FTE and/or no Share for the student for even a day of the membership, SAIS will issue a warning that the new or existing FTE and/or Share should be evaluated and either the start and end dates fixed or a new FTE/Share added so that there will be no gap.

## STUDENT MEMBERSHIP FTE ("FTE")

As stated earlier, FTE depicts the portion of a full instructional program (the **Full-Time Equivalency**) a student receives at this school during this period of time. It is stated in terms of quarters; allowed values are .25, .50, .75, 1.00, and 1.25 (this information is accurate as of fiscal year 2000). Because some vocational technology (e.g., EVIT or NAVIT) students are considered to have a resource load significantly exceeding full-time status, it is possible for a student to have a full-time equivalency value greater than 1.00.

FTE is initially captured in the **Student Enrollment** transaction.

## FTE RULES

FTE is governed by several rules. Note that the rules governing total FTE and overall apportionment of funds are enforced not during the data submission period but during a later process, which is run prior to calculating ADM and funding. For detailed discussion on this process, see **Synchronize FTE & Share** in the **Transaction Requirements: Integrity Checking Processes** document.

1. When a student enrolls in two or more schools, one being a school of a school district and the other being a charter school, if the sum of program participation is greater than 1.0, the sum shall be reduced to 1.0 and shall be apportioned among the schools. The percentage apportioned should be set to the nearest quarter. [ARS § 15-185.C]
2. A full-time **high school** student may not be counted more than once for computing ADM [ARS § 15-901 A.2.(b).(ii)], implying that the sum of program participation in multiple schools and the sum of daily attendance may not exceed 1.0.
3. When a student enrolls in a public school and a Technology Assisted Project Based Program [(ARS § 15-802.02.F [S.B.1400 Ch 224]], ARS § 15-901 applies to membership and attendance.
4. If a vocational/technological program, provided under the Joint Technological Education article, is provided in a facility owned and operated by a school district in which the student is enrolled, the sum of fractional enrollment and the sum of daily attendance in the school district and the joint technological education district, shall not exceed 1.250.

5. If the student is enrolled in at least 2 courses in the school district and at least 3 in the joint district, the fractional enrollment in the school district shall be calculated as 1.25 minus the fractional enrollment in the joint district. [ARS § 15-393.D.3].

### SCHOOL MEMBERSHIP SHARE ("SHARE")

Share reflects the portion of *all state aid this student generates during this period of time* that this school claims. It is stated in terms of quarters. As of fiscal year 2000, allowed values are 0.00, .25, .50, .75, and 1.00.

Share is initially captured in the **Student Enrollment** transaction. If the funding Shares assigned to the schools change mid-year (i.e., school A & school B each claimed 50% of funding and now school A claims 100%), a new Share should be submitted using this **Student FTE & Share** transaction *for each school affected*.

The vast majority of enrollments will have one membership for the entire duration of the membership, with a single Share of 1.00. Other possibilities do exist, though.

- Some students attend more than one school at a single period of time. For instance, many students attend a main school for the majority of their study and an ancillary school for instruction in subjects that are not offered at their own school. In a case like this, the student could have two (or more) separate Shares: one for each different school membership.
- It is also possible, but very rare, that a student will attend a school and yet that school will claim none of the state aid generated by that student, giving the school a Share of 0.00.

Irrespective of how many Shares exist for a student during a single fiscal year, the main rule regarding Shares is that:

*The total Share value of all Shares belonging to a single student during any one given period of time must equal exactly 1.00 (100%).*

Therefore, the value of FTE has no bearing on the value of Share. Take for example a vocational technology student who attends EVIT and who generates more than full-time funding (FTE = 1.25). The student has an FTE of .75 at the main school and an FTE of .50 at EVIT. Both the main school district and the EVIT district will claim a portion of **the total FTE of 1.25**. Since there is no correlation between FTE and Share, SAIS must rely upon the submitters to instruct us how to split the generated funds. It is the responsibility of the district business managers to negotiate the funding split to all parties' mutual satisfaction.

### WHEN TOTAL SHARES DO NOT EQUAL 1.0

When the total value of Shares for a student during a single period of time **do not equal 1.00**, SAIS will accept the discrepancy. However, the submitters must fix these discrepancies before ADM and funding are calculated because out-of-sync memberships will not count toward ADM and they will generate no funding. *Exception: When total FTE for the combination of districts is not legislated by Arizona statute (see earlier note).*

## FTE, SHARE, & MEMBERSHIP INTERVALS

Usually a student is enrolled in one school and participates in a full instructional program in that school during the entire school year. For this student :

- the value of the FTE\_is 1.00
- the value of the Share is 1.00.
- the interval in which the membership FTE and Share are effective is the same as the student Membership Interval in the school.

Below is a discussion of Membership Intervals, excerpted from the document titled "Aggregating Student Detail" (AggregatingStudentDetail.doc).

### MEMBERSHIP INTERVALS

Aggregation is driven by SdStudents: for each SdStudents, sum its SdSchoolMemberships. This process description uses "Membership Intervals" to illustrate how this summing can be done.

"Membership Interval" is an artificial construct needed as an interim step in aggregating membership and absence counts. "Membership Interval" represents a single period of time during which all elements required to group membership counts properly remain the same.

Membership Interval consists of the following elements.

key fields for all memberships:

- |  |   |
|--|---|
| • FiscalYear                             | • RefGradeID  |
| • EntityOwnerID (district of attendance) | • NeedInternalCode (special education self-contained) |
| • EntityDependentID (school)             | • RefMembershipFTE, RefMembershipShare                |
| • TimeFrameID (period)                   |   |

additional key fields for Non-Resident Memberships only:

- ResidentEntityID (district of residence)
- RefFundingRelatedID: special enrollment and tuition payer
- FundingRecipient (this is determined by SAIS based on ADE funding policy already in place)

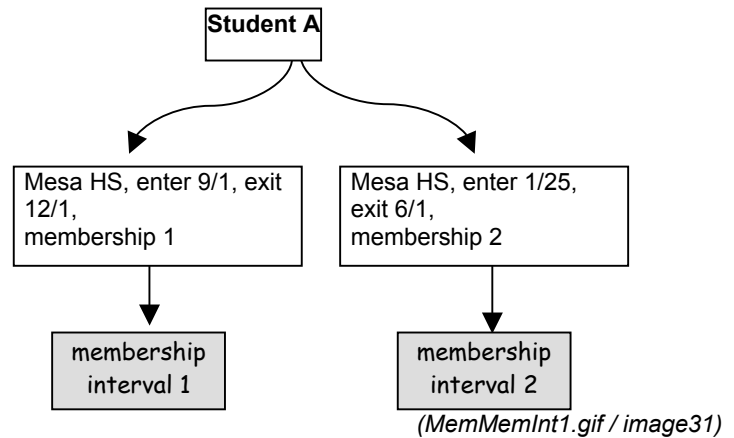
non-key fields:

- |              |                    |
|--------------|--------------------|
| • Start Date | • Membership Count |
| • End Date   | • Absence Count    |

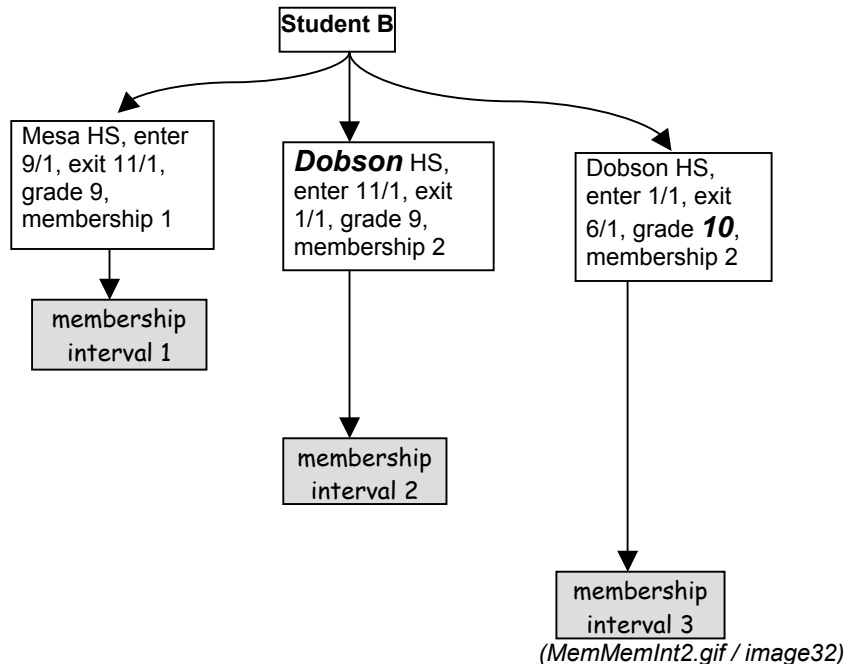
A single SdSchoolMemberships may result in many Membership Intervals. The vast majority of students will have one SdSchoolMemberships for the entire school year and one Membership Interval as well. However, just as separate SdSchoolMemberships will exist if the student transfers to a new school (resulting in a new key), separate Membership Intervals will be required if during a single school year the student changes any single aspect of membership. Changes to the following elements will require splitting Membership Intervals: grade, CEC code, membership FTE or Share, or district of residence. SAIS must ensure that the entire period from SdSchoolMemberships StartDtm to EndDtm is contained in the resulting Membership Intervals.

On the next page are examples of how Membership Intervals work.

Student A has more than one school membership, with all key fields identical



Student B has more than one school membership, with some key fields different in each



Each **Membership Interval**, therefore, must have its own value for Student Membership FTE and for School Membership Share. When dealing with original memberships (the student's first membership in the school in the fiscal year) versus readmissions (the student's return to the same school later in the fiscal year), the **Membership Interval** is still defined in part by the membership begin and end dates.

- First Membership: the time from First Day of Membership to the date of the last school day or to the date of withdrawal if the student withdraws before the last school day of regular session.
- Readmitted student: the time from readmission date to the date of the last school day or to the date of another withdrawal if the student withdraws before the last school day of regular session.

**TRANSACTION ELEMENTS**

The following structure describes the elements in this transaction.

field name	abbreviated name	length	data type	description
Transaction ID	TRANSID	3	I	ID value = 008
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS, but will be sent back to the submitter with any system-generated error or warning message
Operation Code	OPRC	1	S	A = Open a new FTE and/or Share value C = Change existing FTE and/or Share info D= Delete an existing FTE and/or Share
Entity ID	ENTITYID	9	S	School identifier; CTDS code
School Student ID	SCHLSTUID	12	S	School-generated student identifier
Student ID	STUDENTID	10	I	ADE-generated student identifier
Track Number	TRACK	4	I	For schools or districts with multiple tracks, identifies the track to which this membership applies. (If the school does not have its own calendar, it will use the district's calendar.)
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration
Old Student Membership FTE	OLDMBRFTE	4	C	The full-time equivalency of the student's participation in the school regular program for this membership. <i>See Code Values – Student Membership FTE</i>
Old FTE Start Date	OLDFTESTRTDT	10	D	The effective date of this FTE value
Old FTE End Date	OLDFTEENDDT	10	D	The date this FTE value ceased
New Student Membership FTE	NEWMBRFTE	4	C	The full-time equivalency of the student's participation in the school regular program for this membership. This is the new information. <i>See Code Values – Student Membership FTE</i>
New FTE Start Date	NEWFTESTRTDT	10	D	The effective date of this FTE value
New FTE End Date	NEWFTEENDDT	10	D	The date this FTE value ceased
Old School Membership Share	OLDMBRSHR	4	C	The portion of state aid this school is claiming for the overall timeframe covered by this membership. <i>See Code Values – School Membership Share</i>
Old Share Start Date	OLDSHRSTRTDT	10	D	The effective date of this Share value
Old Share End Date	OLDSHRENDT	10	D	The date this Share value ceased
New School Membership Share	NEWMBRSHR	4	C	The portion of state aid this school is claiming for the overall timeframe covered by this membership. This is the incoming information. <i>See Code Values – School Membership Share</i>
New Share Start Date	NEWSHRSTRTDT	10	D	The effective date of this Share value

field name	abbreviated name	length	data type	description
New Share End Date	NEWSHREND DT	10	D	The date this Share value ceased

## CHANGING ELEMENTS

See the section **How to Change Specific SAIS Elements** at the end of this document for instructions on which transaction should be used to change particular data elements.

The following elements will be changed with a "change" operation. The following elements will be changed if supplied with an "add" operation and a "delete" operation.

- Old Student Membership FTE
- Old FTE End Date
- Old School Membership Share
- Old Share End Date

**ELEMENT OPTIONALITY**

*This table defines whether each element is required or optional.*

*Note: When conditions state that a change will be made on SAIS, any changeable field on the submitted transaction that does not contain a value — rather, it contains nulls or spaces — will replace the value on SAIS with nulls.*

R: the element is required

X: any value in the submitted element will be ignored

{blank}: the element is optional; a valid value will be captured in SAIS

**Table 9 FTE & Share Transaction Element Optionality**

<i>element</i>	<i>add</i>	<i>change</i>	<i>delete</i>
Transaction ID	R	R	R
Vendor Defined Field	X	X	X
Operation Code	R	R	R
Entity ID	R	R	R
School Student ID	X	X	X
Student ID	R	R	R
Track Number	R	R	R
First Name on Legal Document	X	X	X
Middle Name on Legal Document	X	X	X
Last Name on Legal Document	X	X	X
Old Student Membership FTE (1)	2	2	2
Old FTE Start Date (1)	2	2	2
Old FTE End Date	2	2	2
New Student Membership FTE (1)	3	X	3
New FTE Start Date (1)	3	X	3
New FTE End Date		X	X
Old School Membership Share (1)	2	2	2
Old Share Start Date (1)	2	2	2
Old Share End Date	2	2	2
New School Membership Share (1)	3	X	3
New Share Start Date (1)	3	X	3
New Share End Date		X	X

*1 If any "start date" is provided, then a value for its corresponding "FTE" or "Share" value must also be provided.*

*2 If provided, at least one of these elements must be different from SAIS for this to be a valid change.*

*3 At least one of these sets of elements is required for this to be a valid add or delete operation.*

**Note on System Message Numbers:** As stated at the beginning of this document in the **General Requirements** chapter, the system messages defined in this document have been changed. A full description of the error message meaning and values may be found in the **Transaction Requirements: System Messages** document.

**008.1 STEP 1: VERIFICATION**

Perform every step in Verification, even if errors are encountered. Report all errors.

**008.1.1 ALLOWED DATA FORMAT**

Perform the same verification as for **Student Enrollment**, **001.1.1 Allowed data format**.

**008.1.2 ALLOWED CODE VALUES**

Using **Table 9 FTE & Share Transaction Element Optionality**,  
Perform the same verification as for **Student Enrollment**, **001.1.2 Allowed code values**.

**008.1.3 OPERATION CODE**

Perform the same verification as for **Student Withdrawal**, **003.1.3 Operation Code**.

**008.1.4 MISSING FIELDS**

*Note that at least one of the changeable elements listed in **Table 9 FTE & Share Transaction Element Optionality** must be different from its value on SAIS for this to be a valid change operation.*

Using **Table 9 FTE & Share Transaction Element Optionality**,  
Perform the same verification as for **Student Enrollment**, **001.1.4 Missing fields**.

**008.2 STEP 2: VALIDATION**

*Perform these edits. After successful completion of each of the following edits (no FATAL or ERROR severity levels) and unless stated otherwise in the following sections, proceed to **008.3 Step 3: SAIS Database Update** to update the SAIS database appropriately.*

*For validation, take into consideration whether the element is required or optional based on the submitted value for Operation Code. This information is in **Table 9 FTE & Share Transaction Element Optionality**.*

**008.2.1 ENTITY / LEA**

Perform the same validation as for **Student Withdrawal**, **003.2.1 Entity / LEA**.

## 008.2.2 OPERATION CODE

From here on, Validation relies on the Operation Code. Perform one of the remaining sub-steps, depending upon the value of Operation Code.

If Operation Code = A (add), then:

Perform **008.2A Add operation**.

Else, if Operation Code = C (change), then:

Perform **008.2C Change operation**.

Else, if Operation Code = D (delete), then:

Perform **008.2D Delete operation**.

## 008.2A Add operation

### 008.2A.1 STUDENT IDENTIFIERS

Perform the same validation as for **Student Readmission**, **002.2A.2 Student identifiers**.

### 008.2A.2 FIND THE PORTIONS

*Find the membership for this submission.*

Perform the same verification as for **Student Absence**, **004.2.2 Find the membership**, using one of the dates provided on the transaction to set **Fiscal Year**.

Retrieve all rows from the SdMembershipFTEShare table for this membership.

*Now, find any membership portions that overlap with the dates in this submission. (As for open-ended membership portions, there should be one or none for FTE and one or none for Share for a student at any single LEA.)*

Retrieve all rows from the SdMembershipFTEShare table for this **Fiscal Year** whose identifiers match those in the submitted transaction, and whose dates overlap those in this submitted transaction.

### 008.2A.3 START & END DATES

SAIS will check the following date conditions.

- If one of the submitted start dates (Old FTE Start Date, New FTE Start Date, Old Share Start Date, or New Share Start Date) is not within the membership, SAIS will reject the transaction with an error.
- If an overlap or a gap occurs as a result of dates already on SAIS (SdMembershipFTEShares StartDtm) and the dates submitted on the transaction (between Old FTE Start Date and Old FTE End Date and/or between the "new" FTE dates and/or between the "old" Share dates and/or between the "new" Share dates), this will be allowed and SAIS will issue a warning so that this overlap will be fixed before funding can commence.
- If an overlap or a gap exists within the dates on the submitted transaction (see above), SAIS will reject the transaction with an error.
- If the student has already withdrawn from this membership, and the submitted End Date is later than that Withdrawal Date, SAIS will change the End Date to match the Withdrawal Date and issue a warning.

*Note that the start date must occur during the membership period (no earlier than the membership start date, and no later than the membership end date). Both the start and end dates must be valid dates for this school's calendar.*

If any date on this transaction (Old FTE Start Date, Old FTE End Date, New Share Start Date, or New Share End Date) is **not** a valid session date in this school's calendar for the track identified in the membership during the fiscal year indicated by this date, then:  
Report the discrepancy as: **ERROR:** system-message -9015.

**Solution:** If the start date is incorrect, this transaction must be resubmitted with the correct information. If the LEA's calendar is incorrect, that must be fixed and then this transaction may be resubmitted.

DO NOT CONTINUE.

If the submitted start date (Old FTE Start Date, New Share Start Date) is  $<$  the SdSchoolMemberships EntryDtm OR if that date is  $>$  the SdWithdrawals ExitDtm (if one exists), then:  
Report the discrepancy as: **ERROR:** system-message -9019.

**Solution:** If the start date is incorrect, this transaction must be resubmitted with the correct information. If the SdSchoolMemberships EntryDtm is incorrect, the membership must be deleted and re-added. If the SdWithdrawals ExitDtm is incorrect, the withdrawal must be deleted and re-added. Then, if this transaction is still required it may be resubmitted.

DO NOT CONTINUE.

If the submitted end date (Old FTE End Date, New Share End Date) is submitted:  
If the end date is **not** a valid session date in this school's calendar for the track identified in the membership during the fiscal year indicated by this end date, then:  
Report the discrepancy as: **ERROR:** system-message -9015.

**Solution:** If the end date is incorrect, this transaction must be resubmitted with the correct information. If the LEA's calendar is incorrect, that must be fixed and then this transaction may be resubmitted.

DO NOT CONTINUE.

If the submitted end date (Old FTE End Date, New Share End Date) is  $<$  the SdSchoolMemberships EntryDtm  
Report the discrepancy as: **ERROR:** system-message -9019.

**Solution:** If the end date is incorrect, this transaction must be resubmitted with the correct information. If the SdSchoolMemberships EntryDtm is incorrect, the membership must be deleted and re-added.

DO NOT CONTINUE.

If the submitted end date (Old FTE End Date, New Share End Date) is  $>$  the SdWithdrawals ExitDtm (if one exists), then:  
Set the end date to SdWithdrawals ExitDtm.

#### 008.2A.4 FTE & SHARE VALUES

##### Part 1

*Now verify whether this information already exists on SAIS. Since this transaction includes two disparate sets of information that may be added independently of each other, at least one of them **must NOT already exist on SAIS** for this to be a valid "add" operation. The other set may also be new, or it may match SAIS.*

Retrieve **all** rows from the SdMembershipFTEShare table whose StartDtm matches the submitted start date.

Ensure that either FTE or Share or both are different from the information on SAIS.

If RefMembershipPortionID = FTE

If a SdMembershipFTEShare with StartDtm matching the submitted start date (old or new) already exists on SAIS, then:

If SdMembershipFTEShare Portion = Student Membership FTE,

*the submitted FTE already matches SAIS; this transaction is unnecessary*

Report the discrepancy as: **ERROR:** system-message -31018.

**Solution:** None required.

Else,

*the submitted FTE start date already exists on SAIS; this should be a "change".*

Report the discrepancy as: **ERROR:** system-message -31019.

**Solution:** Resubmit this transaction as a "change" operation.

Else,

Set a flag for the database update step that the FTE must be added.

If RefMembershipPortionID = Share

If a SdMembershipFTEShare with StartDtm matching the submitted start date (old or new) already exists on SAIS, then:

If SdMembershipFTEShare Portion = School Membership Share,

*the submitted Share already matches SAIS; this transaction is unnecessary*

Report the discrepancy as: **ERROR:** system-message -31018.

**Solution:** None required.

Else,

*the submitted Share start date already exists on SAIS; this should be a "change".*

Report the discrepancy as: **ERROR:** system-message -31020.

**Solution:** Resubmit this transaction as a "change" operation.

Else,

Set a flag for the database update step that the Share must be added.

If neither FTE nor Share must be added (no flag was set earlier),

Report the discrepancy as: **ERROR:** system-message -31018.

**Solution:** There are several solutions, depending upon the problem.

- If the Student Membership FTE for this membership is incorrect, this transaction should be resubmitted with the correct value.
- If the School Membership Share for this membership is incorrect, this transaction should be resubmitted with the correct value.
- Otherwise, no action is required; SAIS is already correct.

## Part 2

If the submitted start date does **not** already exist on SAIS (established in **Part 1**), perform the retrieval and edits from **Part 1**, except instead of an exact match on the submitted start date, check all rows that overlap with the submitted date(s).

**Part 3**

*This section may create as many as **two** occurrences of the SdMembershipFTEShare: one for FTE and/or one for Share. Only create an occurrence if the submitted data differs from that already on SAIS.*

If **Part 1** through **Part 2** completed without an **ERROR**, then:

*this is a valid "add" operation.*

CONTINUE WITH THIS EDIT

Else,

DO NOT CONTINUE.

If the FTE must be added (flag was set earlier),

*the submitted FTE is different from SAIS; set new fields*

Set SdMembershipFTEShare RefMembershipPortionID to "FTE"  
 Set SdMembershipFTEShare Portion from Student Membership FTE  
 Set SdMembershipFTEShare StartDtm from New FTE Start Date  
 Set SdMembershipFTEShare EndDtm from New FTE End Date  
 Set SdMembershipFTEShare FiscalYear to **Fiscal Year**.

If the Share must be added (flag was set earlier),

*the submitted Share is different from SAIS; set new fields*

Set SdMembershipFTEShare RefMembershipPortionID to "Share"  
 Set SdMembershipFTEShare Portion from School Membership Share  
 Set SdMembershipFTEShare StartDtm from New Share Start Date  
 Set SdMembershipFTEShare EndDtm from New Share End Date  
 Set SdMembershipFTEShare FiscalYear to **Fiscal Year**.

#### 008.2A.5 SYNCHRONIZE MEMBERSHIPS

**NOTE:** Synchronizing the submitted FTE and Share information must take into consideration all schools the student attends at any given time. It will be performed in the Integrity Checking process apart from submission transaction processing.

### 008.2C Change operation

#### 008.2C.1 FIND THE PORTIONS

Perform the same process as for the "add" operation, **008.2A.2 Find the Portions**.

#### 008.2C.2 FTE & SHARE

As stated earlier in **008.2A.3 Start & end dates**, SAIS will check the following date conditions.

- If one of the submitted start dates (Old FTE Start Date, New FTE Start Date, Old Share Start Date, or New Share Start Date) is not within the membership, SAIS will reject the transaction with an error.
- If an overlap or a gap occurs as a result of dates already on SAIS (SdMembershipFTEShares StartDtm) and the dates submitted on the transaction (between Old FTE Start Date and Old FTE End Date and/or between the "new" FTE dates and/or between the "old" Share dates and/or between the "new" Share dates), this will be allowed and SAIS will issue a warning so that this overlap will be fixed before funding can commence.
- If an overlap or a gap exists within the dates on the submitted transaction (see above), SAIS will reject the transaction with an error.
- If the student has already withdrawn from this membership, and the submitted End Date is later than that Withdrawal Date, SAIS will change the End Date to match the Withdrawal Date and issue a warning.

This is very similar to the process for the "add" operation, **008.2A.4 FTE & Share Values**, except that the existing row must already exist on SAIS.

**Part 1**

This is very similar to the process for the "add" operation, **Part 1 in 008.2A.4 FTE & Share Values**, except that at least one set of information (the Old FTE Start Date and/or the Old Share Start Date) **MUST already exist on SAIS** AND the value in its portion (Student Membership FTE or School Membership Share) **must be different** from the submitted value for this to be a valid "change" operation.

Retrieve **all** rows from the SdMembershipFTEShare table whose StartDtm matches the submitted start date(s).

If the submitted start date (Old FTE Start Date or Old Share Start Date) does **not** already exist on SAIS, then:

*None of this data exists on SAIS; it's **not** a valid "change" operation*

Report the discrepancy as: **ERROR:** system-message -31008 (FTE) or -31009 (Share).

**Solution:** The information must be added with an "add" operation.

DO NOT CONTINUE.

Else, if the submitted start date already exists in SAIS row, then:

*At least some of this data exists on SAIS; make sure that not all of it does*

Continue with this edit.

If RefMembershipPortionID = FTE

If SdMembershipFTEShare Portion = Student Membership FTE,

*the submitted FTE already matches SAIS; this transaction is unnecessary*

Report the discrepancy as: **ERROR:** system-message -31019.

**Solution:** None required.

Else,

*this is a valid "change".*

Set a flag for the database update step that the FTE must be changed.

If RefMembershipPortionID = Share

If SdMembershipFTEShare Portion = School Membership Share,

*the submitted Share already matches SAIS; this transaction is unnecessary*

Report the discrepancy as: **ERROR:** system-message -31020.

**Solution:** None required.

Else,

*this is a valid "change".*

Set a flag for the database update step that the Share must be changed.

If the Share must be changed (flag set earlier) and there are other Shares for this timeframe AND the total of all Shares (including this new one) does **not** = 1.0:

Report the possible discrepancy as: **INFORMATION:** system-message -431001.

If **neither** of the above is a valid change (neither the FTE nor the Share flag is set), then:  
Report the discrepancy as: **ERROR:** system-message -31018.

**Solution:** There are several solutions, depending upon the problem.

- If the Student Membership FTE for this membership is incorrect, this transaction should be resubmitted with the correct value.
- If the School Membership Share for this membership is incorrect, this transaction should be resubmitted with the correct value.
- Otherwise, no action is required; SAIS is already correct.

## Part 2

*This is very similar to the process for the "add" operation, **Part 3** in **008.2A.4 FTE & Share Values**, except that the "change" operation updates existing rows instead of creating new rows.*

*This section may update as many as **two** occurrences of the SdMembershipFTEShare: one for FTE and/or one for Share. Only update an occurrence if the submitted data differs from that already on SAIS.*

If **Part 1** completed without an **ERROR**, then:

*this is a valid "change" operation.*

If the FTE must be changed (flag set earlier)

*the submitted FTE is different from SAIS; set new fields*

Set SdMembershipFTEShare (1) Portion from Student Membership FTE

Set SdMembershipFTEShare (1) EndDtm from Old FTE End Date.

If the Share must be changed (flag set earlier)

*the submitted Share is different from SAIS; set new fields*

Set SdMembershipFTEShare (2) Portion from School Membership Share

Set SdMembershipFTEShare (2) EndDtm from Old Share End Date.

## 008.2C.3 SYNCHRONIZE MEMBERSHIPS

The same comment applies as for the "add" operation, **008.2A.5 Synchronize memberships**.

**NOTE:** Synchronizing the submitted FTE and Share information must take into consideration all schools the student attends at any given time. It will be performed in the Integrity Checking process apart from submission transaction processing.

## 008.2C.4 UPDATE ELEMENTS

For each changeable element on the submitted transaction,

Compare submitted value to existing SAIS value

If the {submitted element} is different from the {SAIS element}:

Set {the SAIS element} from {the submitted element value}.

If no transaction elements were different from SAIS elements,

Report the discrepancy as: **WARNING:** system-message -231001.

**Solution:** None. SAIS will not be updated.

DO NOT UPDATE THE SAIS DATABASE.

## 008.2D Delete operation

### 008.2D.1 FIND THE PORTIONS

Perform the same process as for the "add" operation, **008.2A.2 Find the Portions**.

### 008.2D.2 FTE & SHARE

*This is similar to the process for the "change" operation, **Part 1 in 008.2C.2 FTE & Share Values**, except that at least one set of information matching the submitted start date(s) **MUST already exist on SAIS** AND the value in its portion (Student Membership FTE or School Membership Share) **must be the same** as the submitted value for this to be a valid "delete" operation.*

Retrieve **all** rows from the SdMembershipFTEShare table whose StartDtm matches the start date provided and the FTE or Share value provided.

If the submitted start date does **not** already exist on SAIS, then:

*None of this data exists on SAIS; it's **not** a valid "delete" operation*

Report the discrepancy as: **ERROR:** system-message -31006 (FTE) or -31007 (Share).

**Solution:** None. This information doesn't exist on SAIS, so it doesn't have to be deleted.

DO NOT CONTINUE.

Else, if the submitted start date already exists in SAIS row, then:

*the start date matches at least one "portion" on SAIS; next, ensure that the value(s) match*

Continue with this edit.

*Ensure that either FTE or Share or both are **the same as** the information on SAIS.*

If a SdMembershipFTEShare with StartDtm = New FTE Start Date and RefMembershipPortionID = FTE already exists in SAIS row, then:

If SdMembershipFTEShare Portion = Student Membership FTE,  
*the submitted FTE matches SAIS*

*this is a valid delete.*

Set a flag for the database update step that the FTE must be deleted.

If a SdMembershipFTEShare with StartDtm = New Share Start Date and RefMembershipPortionID = Share already exists in SAIS row, then:

If SdMembershipFTEShare Portion = School Membership Share,  
*the submitted Share matches SAIS*

*this is a valid delete.*

Set a flag for the database update step that the Share must be deleted.

If **neither** of the above is a valid delete, then:

Report the discrepancy as: **ERROR:** system-message -31017.

**Solution:** There are several solutions, depending upon the problem.

- If the Student Membership FTE for this membership is incorrect, this transaction should be resubmitted with the correct value.
- If the School Membership Share for this membership is incorrect, this transaction should be resubmitted with the correct value.
- Otherwise, no action is required; SAIS is already correct.

### 008.2D.3 SYNCHRONIZE MEMBERSHIPS

The same comment applies as for the "add" operation, **008.2A.5 Synchronize memberships**.

*NOTE: Synchronizing the submitted FTE and Share information must take into consideration all schools the student attends at any given time. It will be performed in the Integrity Checking process apart from submission transaction processing.*

## 008.3 STEP 3: SAIS DATABASE UPDATE

If any verification or validation edit failed with severity level of **ERROR**,  
DO NOT PERFORM THIS STEP.

For each of the following database "write" or "delete" actions:

Set the timestamp, user, and status elements (CreatedUser, CreatedDtm, and Status) appropriately.

If the updated entity (either added, changed, or deleted) is an entity that SAIS may automatically update:

*EXAMPLE: The LEA submits a withdrawal to ADE. When SAIS processes it, the UpdateMethodIndicator is set to "submitted." As a result of this submitted withdrawal, SAIS will automatically withdraw the student from all programs/services in which he is registered with SAIS as receiving services. The UpdateMethodIndicator for each of these program/service withdrawals will be set to "automatic." Thus, if the LEA recognizes that the withdrawal was done in error and submits a withdrawal "delete" operation, SAIS can reverse the automatic program/service withdrawals it created.*

Set the UpdateMethodIndicator:

- to "submitted", if the update was specifically requested by the LEA
- to "automatic" if the update was done automatically by SAIS as a result of actions taken for a submitted transaction.

For each of the following database "write" or "delete" actions that is successful:

Issue an informational message (if positive reporting is being done).

For each of the following database "write" or "delete" actions that is **not** successful:

SAIS will log a transaction activity status on the submission results of: Message 7, "Record failed due to SAIS internal errors, but will be retried."

Additionally, SAIS will log a file activity status of: Message 11, "File processed but contains transactions that will be retried."

**Solution:** SAIS will retry the transaction.

If Operation Code = A (add), then:

Perform **008.3A Add FTE and/or Share**.

Else, if Operation Code = C (change), then:

Perform **008.3C Change FTE and/or Share**.

Else, if Operation Code = D (delete), then:

Perform **008.3D Delete FTE and/or Share**.

**008.3A Add FTE and/or Share**

*Ascertain which of the elements must be added (FTE, Share, or both), and create rows accordingly.*

FTE

If the FTE must be added (flag set earlier)

Set foreign key:

Set SdMembershipFTEShare StudentSchoolMembershipID from SdSchoolMemberships ID

Write new row (1) to SdMembershipFTEShare table in SAIS Student database.

Share

If the Share must be added (flag set earlier)

Set foreign key:

Set SdMembershipFTEShare StudentSchoolMembershipID from SdSchoolMemberships ID

Write new row (2) to SdMembershipFTEShare table in SAIS Student database.

**008.3C Change FTE and/or Share**

*Ascertain which of the elements must be changed (FTE, Share, or both), and update rows accordingly.*

FTE

*The row in the SdMembershipFTEShare table that matches the key elements in the submitted transaction was retrieved earlier. All submitted elements have already been set in that row.*

If the FTE must be changed (flag set earlier)

Set SdMembershipFTEShare Portion from Student Membership FTE

Set SdMembershipFTEShare EndDtm from Old FTE End Date.

Write updated row (1) to SdMembershipFTEShare table in SAIS Student database.

Share

*The row in the SdMembershipFTEShare table that matches the key elements in the submitted transaction was retrieved earlier. All submitted elements have already been set in that row.*

If the Share must be changed (flag set earlier)

Set SdMembershipFTEShare Portion from School Membership Share

Set SdMembershipFTEShare EndDtm from Old Share End Date.

Write updated row (2) to SdMembershipFTEShare table in SAIS Student database.

**008.3D Delete FTE and/or Share**

*Ascertain which of the elements must be deleted (FTE, Share, or both), and delete rows accordingly.*

*The row in the SdMembershipFTEShare table that matches the key elements in the submitted transaction was retrieved earlier. All submitted elements have already been set in that row.*

FTE

If the existing FTE must be deleted (flag set earlier)

Delete existing row (1) from SdMembershipFTEShare table in SAIS Student database.

Share

If the existing Share must be deleted (flag set earlier)

Delete existing row (2) from SdMembershipFTEShare table in SAIS Student database.

## STUDENT GRADE TRANSFER

*Note: "IEP" is not a valid grade in SAIS, since it is not a valid grade for a student membership. "IEP" is used only for student placement vis a vis the Vouchers program, and is used only by the Vouchers System.*

This transaction is used for various reasons:

- to move a student from one grade to another, within the same school during the school year
- to fix a student's grade that was incorrectly reported by the LEA in the **Student Enrollment** transaction.

This transaction may not be used to begin membership for a student in a new school, or to change a student's grade in advance of a new school year.

The **Student Grade Transfer** transaction requires data on exit from the current grade and placement in a new grade.

- When a student is transferred to a different grade, an ADD operation is required.
- If the grade start date on the SAIS database is incorrect, it must be removed from the SAIS database with a DELETE operation, then the correct data must be submitted with an ADD operation.

## PROMOTION AND DEMOTION DURING THE SCHOOL YEAR

Occasionally a student is promoted to the next grade level or demoted to a lower grade level within a school year.

- If an LEA decides to promote (or demote) a student during the school year, then:
  - LEA will submit a **Student Grade Transfer** ADD operation. This will accomplish several actions: to change the current school year grade exit status to "promoted" (or "demoted") and the grade exit date to the last day the student attended that grade, and to add the new grade placement.

## TRANSFER TO A NEW GRADE REGISTER WITHIN THE SAME SCHOOL YEAR

Occasionally a student will be moved from one register to another, remaining in the same grade, during a school year. This situation is a lateral grade movement, in that there is no grade level change.

Enrollment/Withdrawal Codes of ER/WR are not accepted by SAIS. To notify ADE when a student moves from one register another during a single school year, use the **Student Grade Transfer** transaction.

*Some schools use Register ID to identify students in a self-contained setting, so they can determine whether a student is funding-generating or not (e.g., preschool students only generate funding for ADM if they are placed in a self-contained setting). ADE has no way to know which Register IDs reflect funding situations and which ones do not.*

In SAIS, regardless of the Register ID the child is assigned to, his Tuition Payer Code must reflect whether he is funding-generating (code value 1) or not funding-generating (code value 2) for every day of his membership. This is accomplished with the **Student Payer Factors** transaction.

**PROMOTION AT THE END OF A SCHOOL YEAR**

This functionality is provided in the **Student Year End Status** transaction.

**RETENTION AT THE END OF A SCHOOL YEAR**

This functionality is provided in the **Student Year End Status** transaction.

**No-SHOWS**

This functionality is provided in the **Student Summer Withdrawal** transaction.

**TRANSACTION ELEMENTS**

The following structure describes the elements in this transaction.

field name	abbreviated name	length	data type	description
Transaction ID	TRANSID	3	I	ID value = 009
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS, but will be sent back to the submitter with any system-generated error or warning message
Operation Code	OPRCD	1	S	A = Add a new grade <b>and/or register</b> transfer C = Change an existing grade <b>and/or register</b> placement D = Delete an existing grade <b>and/or register</b> placement
Entity ID	ENTITYID	9	S	School identifier; CTDS code
School Student ID	SCHLSTUID	12	S	School-generated student identifier
Student ID	STUDENTID	10	I	ADE-generated student identifier
Track Number	TRACK	4	I	For schools or districts with multiple tracks, identifies the track to which this membership applies. (If the school does not have its own calendar, it will use the district's calendar.)
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration
Old Grade Level Code	OLDGDLVLC	3	C	The grade on SAIS that this student exited. <i>See Code Values – Grade</i>
Old Grade Start Date	OLDGDSTARTDT	10	D	The date during this school year when the student started in the grade <b>and/or register</b> that is on SAIS.
Old Grade Register ID	OLDREGISTERID	4	I	Identifier allocated by the district for the attendance reporting unit to which this student is assigned by this school for the grade that is on SAIS. An example of a reporting unit might be grade level within a school, or a classroom within a grade level. (Taken from ADM reporting bubble sheet, form ADE 41-006B Rev. 7/96.)

field name	abbreviated name	length	data type	description
Old Grade Exit Date	OLDGDEXITDT	10	D	The date the student last attended the grade <b>and/or register</b> that is on SAIS.
Old Grade Exit Code	OLDGDEXITCD	2	C	The reason this student exited the grade <b>and/or register</b> that is on SAIS. <i>See Code Values – Grade Exit Code.</i>
New Grade Level Code	NEWGDLVLCD	3	C	The new grade to which the student is assigned. <i>See Code Values – Grade</i>
New Grade Start Date	NEWGDSTARTDT	10	D	The date the student started in the new grade level <b>and/or register</b> .
New Grade Register ID	NEWREGISTERID	4	I	Identifier allocated by the district for the attendance reporting unit to which this student is assigned by this school for the new grade.
New Grade Exit Date	NEWGDEXITDT	10	D	The date the student last attended the "new" grade <b>and/or register</b> .
New Grade Exit Code	NEWGDEXITCD	2	C	The reason this student exited the "new" grade <b>and/or register</b> . <i>See Code Values – Grade Exit Code.</i>

## CHANGING ELEMENTS

See the section **How to Change Specific SAIS Elements** at the end of this document for instructions on which transaction should be used to change particular data elements.

The following elements will be changed with a "change" operation. If supplied they will be changed with an "add" operation and a "delete" operation.

- Old Grade Level Code
- Old Grade Exit Date
- Old Grade Exit Code
- Old Grade Register ID

**ELEMENT OPTIONALITY**

*This table defines whether each element is required or optional.*

*Note: When conditions state that a change will be made on SAIS, any changeable field on the submitted transaction that does not contain a value — rather, it contains nulls or spaces — will replace the value on SAIS with nulls.*

R: the element is required

X: any value in the submitted element will be ignored

{blank}: the element is optional; a valid value will be captured in SAIS

**Table 10 Grade Transfer Transaction Element Optionality**

<i>element</i>	<i>add</i>	<i>change</i>	<i>delete</i>
Transaction ID	R	R	R
Vendor Defined Field	X	X	X
Operation Code	R	R	R
Entity ID	R	R	R
School Student ID	X	X	X
Student ID	R	R	R
Track Number	R	R	R
First Name on Legal Document	X	X	X
Middle Name on Legal Document	X	X	X
Last Name on Legal Document	X	X	X
Old Grade Level Code	1	1	1
Old Grade Start Date		R	
Old Grade Register ID	1	1	1
Old Grade Exit Date	1	1	1
Old Grade Exit Code	1	1	1
New Grade Level Code	R	X	R
New Grade Start Date	R	X	R
New Grade Register ID	R	X	X
New Grade Exit Date	2	X	X
New Grade Exit Code	2	X	X

*1 At least one of the changeable elements must be different from SAIS for this to be a valid "change".*

*2 These elements are only to be used for retroactive "add" operations. Otherwise, to exit a student from a grade with no intention of putting him in another, the Student Withdrawal transaction should be used.*

**Note on System Message Numbers:** As stated at the beginning of this document in the **General Requirements** chapter, the system messages defined in this document have been changed. A full description of the error message meaning and values may be found in the **Transaction Requirements: System Messages** document.

## 009.1 STEP 1: VERIFICATION

Perform every step in Verification, even if errors are encountered. Report all errors.

### 009.1.1 ALLOWED DATA FORMAT

Perform the same verification as for **Student Enrollment**, **001.1.1 Allowed data format**.

### 009.1.2 ALLOWED CODE VALUES

Using **Table 10 Grade Transfer Transaction Element Optionality**,

Perform the same verification as for **Student Enrollment**, **001.1.2 Allowed code values**.

*Note: Neither Old Grade Level Code nor New Grade Level Code may be "IEP".*

### 009.1.3 OPERATION CODE

Perform the same verification as for **Student Withdrawal**, **003.1.3 Operation Code**.

### 009.1.4 MISSING FIELDS

Using **Table 10 Grade Transfer Transaction Element Optionality**,

Perform the same verification as for **Student Enrollment**, **001.1.4 Missing fields**.

## 009.2 STEP 2: VALIDATION

*Perform these edits. After successful completion of each of the following edits (no FATAL or ERROR severity levels) and unless stated otherwise in the following sections, proceed to **009.3 Step 3: SAIS Database Update** to update the SAIS database appropriately.*

*For validation, take into consideration whether the element is required or optional, based on the submitted value for Operation Code. This information is in **Table 10 Grade Transfer Transaction Element Optionality**.*

### 009.2.1 ENTITY / LEA

Perform the same validation as for **Student Withdrawal**, **003.2.1 Entity / LEA**.

### 009.2.2 STUDENT IDENTIFIERS

Perform the same validation as for **Student Readmission**, **002.2A.2 Student identifiers**.

### 009.2.3 OPERATION CODE

*From here on, Validation relies on the Operation Code. Perform one of the remaining sub-steps, depending upon the value of Operation Code.*

If Operation Code = A (add), then:

Perform **009.2A Add operation**.

Else, if Operation Code = C (change), then:

Perform **009.2C Change operation**.

Else, if Operation Code = D (delete), then:

Perform **009.2D Delete operation**.

### 009.2A Add operation

*As with all transactions that have a date range, an "add" operation will **change** the grade specified by the "Old ..." elements and will **add** the grade specified by the "New ..." elements.*

#### 009.2A.1 FIND THE "NEW" MEMBERSHIP

*Find the student membership described by the "New ..." elements.*

Perform the same verification as for **Student Absence**, **004.2.2 Find the membership**, using New Grade Start Date to set **Fiscal Year**.

#### 009.2A.2 FIND THE "OLD" MEMBERSHIP

*If submitted, find the student membership described by the "Old ..." elements. (It most often will be the same student membership described by the "New ..." elements.)*

Perform the same verification as for **Student Absence**, **004.2.2 Find the membership**, using Old Grade Start Date to set **Fiscal Year**.

#### 009.2A.3 FIND THE "NEW" GRADE MEMBERSHIP

*Find the grade membership described by the "New ..." elements. This should not exist for an "add" operation.*

Using New Grade Start Date find the **new** Grade Membership.

If the SdGradeMemberships already exists on SAIS, then:

Report the discrepancy as: **ERROR:** system-message -17014.

**Solution:** If the start date is incorrect, this transaction must be resubmitted with the correct information. Otherwise, this transaction was already submitted to SAIS.

DO NOT CONTINUE.

#### 009.2A.4 FIND THE "OLD" GRADE MEMBERSHIP

*If provided, find the grade membership described by the "Old ..." elements.*

If Old Grade Start Date is provided,

Using Old Grade Start Date find the **old** Grade Membership.

If the SdGradeMemberships **does not** exist on SAIS, then:

Report the discrepancy as: **ERROR:** system-message -17021.

**Solution:** This transaction must be resubmitted with the correct information.

DO NOT CONTINUE.

**009.2A.5 GRADE VALIDATION**

*The logic to validate the sequence of grades has been moved to the Integrity Checking process.*

*Check LEA/grade combination.*

If Old Grade Level Code is provided,

Using Old Grade Level Code, perform **001.2A.6 LEA / grade combination**.

Using New Grade Level Code, perform **001.2A.6 LEA / grade combination**.

*Check age/grade combination.*

If Old Grade Level Code is provided,

Using Old Grade Level Code, perform **001.2A.7 Age / grade combination**.

Using New Grade Level Code, perform **001.2A.7 Age / grade combination**.

**009.2A.6 VALIDATE EXIT ELEMENTS**

If Old Grade Level Code is provided,

If Old Grade Exit Date is blank or nulls AND Old Grade Exit Code is **not** blank or nulls,  
OR

If Old Grade Exit Date is **not** blank or nulls AND Old Grade Exit Code is blank or nulls,  
*exit date and code must either both be blank or both contain values*

Report the discrepancy as: **ERROR:** system-message -17023.

DO NOT CONTINUE.

**Solution:** This transaction must be resubmitted with the correct information.

If New Grade Exit Date is blank or nulls AND New Grade Exit Code is **not** blank or nulls,  
OR

If New Grade Exit Date is **not** blank or nulls AND New Grade Exit Code is blank or nulls,  
*exit date and code must either both be blank or both contain values*

Report the discrepancy as: **ERROR:** system-message -17023.

DO NOT CONTINUE.

**Solution:** This transaction must be resubmitted with the correct information.

If New Grade Exit Code is **"W"**,

*"W" is a SAIS internal code only; it is issued when SAIS automatically closes out a GradeMembership when a student withdraws before the end of the school year*

Report the discrepancy as: **ERROR:** system-message -17013.

DO NOT CONTINUE.

**Solution:** This transaction must be resubmitted with the correct information.

### 009.2A.7 DATES

SAIS will check the following date conditions.

- If one of the submitted grade dates (Old Grade Start Date, Old Grade End Date, New Grade Start Date, or New Grade End Date) is not within the membership, SAIS will reject the transaction with an error.
- If an overlap or a gap occurs as a result of dates already on SAIS (SdGradeMemberships StartDtm) and the dates submitted on the transaction (between Old Grade Start Date and Old Grade End Date and/or between the "new" Grade dates), this will be allowed and SAIS will issue a warning so that this overlap will be fixed before funding can commence.
- If an overlap or a gap exists within the dates on the submitted transaction (see above), SAIS will accept the transaction. This will be validated during the Integrity Checking process.
- If the student has already withdrawn from this membership, and the submitted End Date is later than that Withdrawal Date, SAIS will change the End Date to match the Withdrawal Date and issue a warning.

*The row in the SdGradeMemberships table that matches the key elements related to "Old Grade ..." in the submitted transaction was retrieved earlier.*

(Fiscal Year was set above in **009.2A.1 Find the Membership.**)

Perform each of the following sub-steps.

If any of the edits in the sub-steps ended with severity level of **ERROR**,  
DO NOT CONTINUE

Else  
Continue.

Perform **009.2A.7.1 Check the "new" grade.**

If Old Grade Start Date is provided,  
Perform **009.2A.7.2 Check the "old" grade.**

Continue to **009.2A.8 Create the grade transfer.**

#### 009.2A.7.1 CHECK THE "NEW GRADE"

If New Grade Start Date is **not** a valid session date of the **Fiscal Year** for this LEA, then:  
Report the discrepancy as: **ERROR:** system-message -9015.

**Solution:** If the date is incorrect, this transaction must be resubmitted with the correct information. If the LEA's calendar is incorrect, that must be fixed and then this transaction may be resubmitted.

DO NOT CONTINUE.

#### 009.2A.7.2 CHECK THE "OLD GRADE"

If Old Grade Start Date is **not** a valid session date of the **Fiscal Year** for this LEA, then:  
Report the discrepancy as: **ERROR:** system-message -9015.

**Solution:** If the date is incorrect, this transaction must be resubmitted with the correct information. If the LEA's calendar is incorrect, that must be fixed and then this transaction may be resubmitted.

DO NOT CONTINUE.

If Old Grade Exit Date is **not** blank or nulls,  
If Old Grade Exit Date is **not** a valid session date of the **Fiscal Year** for this LEA, then:  
Report the discrepancy as: **ERROR:** system-message -9015.

**Solution:** If the date is incorrect, this transaction must be resubmitted with the correct information. If the LEA's calendar is incorrect, that must be fixed and then this transaction may be resubmitted.

DO NOT CONTINUE.

#### 009.2A.8 CREATE THE GRADE TRANSFER

If any of the previous edits ended with severity level of **ERROR**,  
DO NOT CONTINUE

Else

*this is a valid grade transfer*  
CONTINUE.

Set **new** SdGradeMemberships RefGradeID to New Grade Level Code  
Set **new** SdGradeMemberships StartDtm to New Grade Start Date  
Set **new** SdGradeMemberships RegisterID to New Grade Register ID.

If Old Grade Start Date is provided,

Set **existing** SdGradeMemberships RefGradeID to Old Grade Level Code  
Set **existing** SdGradeMemberships RefExitStatusID to Old Grade Exit Code  
Set **existing** SdGradeMemberships EndDtm to Old Grade Exit Date.  
Set **existing** SdGradeMemberships RegisterID to Old Grade Register ID.

### 009.2C Change operation

As with all transactions that have a date range, a "change" operation will **ignore** anything in the "New ..." elements and will **change** the grade information specified by the "Old ..." elements.

#### 009.2C.1 FIND THE MEMBERSHIP

As shown in **Table 10 Grade Transfer Transaction Element Optionality**, only certain elements in the "New Grade" section of the transaction will be changed with the "change" operation.

Perform **009.2A.2 Find the "Old" Membership**.

Perform **009.2A.4 Find the "Old" Grade Membership**.

If no matching SdGradeMemberships is found for this **existing** membership, then:

*Student has a school membership but no associated grade to match this transaction; change is irrelevant*

Report the discrepancy as: **ERROR:** system-message -17021.

DO NOT CONTINUE.

**Solution:** There is no action required. This change is unnecessary.

### 009.2C.2 VERIFY EXIT ELEMENTS

If Old Grade Exit Date is blank or nulls AND Old Grade Exit Code is **not** blank or nulls,  
OR

If Old Grade Exit Date is **not** blank or nulls AND Old Grade Exit Code is blank or nulls,  
*exit date and code must either both be blank or both contain values*

Report the discrepancy as: **ERROR:** system-message -17023.

DO NOT CONTINUE.

**Solution:** This transaction must be resubmitted with the correct information.

### 009.2C.3 VALIDATE CHANGE TO SAIS

If **existing** SdGradeMemberships EndDtm **is the same as** the submitted Old Grade Exit Date  
AND **existing** SdGradeMemberships ExitStatusID **is the same as** the submitted Old Grade Exit Code  
AND **existing** SdGradeMemberships RefGradeID **is the same as** the submitted Old Grade Level Code  
AND **existing** SdGradeMemberships RegisterID **is the same as** the submitted Old Grade Register ID, then:  
*the submitted information matches that already on SAIS*

Report the discrepancy as: **WARNING:** system-message -217000.

**Solution:** No action required: this information already exists on SAIS.

DO NOT UPDATE THE SAIS DATABASE.

### 009.2C.4 DATES

As stated earlier in **009.2A.7 Dates**, SAIS will check the following date conditions.

- If one of the submitted grade dates (Old Grade Start Date, Old Grade End Date, New Grade Start Date, or New Grade End Date) is not within the membership, SAIS will reject the transaction with an error.
- If an overlap or a gap occurs as a result of dates already on SAIS (SdGradeMemberships StartDtm) and the dates submitted on the transaction (between Old Grade Start Date and Old Grade End Date and/or between the "new" Grade dates), this will be allowed and SAIS will issue a warning so that this overlap will be fixed before funding can commence.
- If an overlap or a gap exists within the dates on the submitted transaction (see above), SAIS will accept the transaction. This will be validated during the Integrity Checking process.
- If the student has already withdrawn from this membership, and the submitted End Date is later than that Withdrawal Date, SAIS will change the End Date to match the Withdrawal Date and issue a warning.

(Fiscal Year was set above in **009.2C.1 Find the Membership**.)

If Old Grade Exit Date is **not** a valid session date of the **Fiscal Year** for this LEA, then:

Report the discrepancy as: **ERROR:** system-message -9015.

**Solution:** If the start date is incorrect, this transaction must be resubmitted with the correct information.  
If the LEA's calendar is incorrect, that must be fixed and then this transaction may be resubmitted.

DO NOT CONTINUE.

If the membership is withdrawn as of the Old Grade Exit Date (in other words, on the date of the Old Grade Exit Date, the membership has (1) a Withdrawal dated the same or earlier, and (2) EITHER no subsequent readmission, or a readmission dated later), then:

*A Grade Transfer Change transaction can be submitted on a withdrawn membership to change the grade level and/or the register id, but not for a date when the student was not in membership..*

Report the discrepancy as: **ERROR:** system-message -17026.

**Solution:** If the grade start date is incorrect, this transaction must be resubmitted with the correct information.

DO NOT CONTINUE.

#### 009.2C.5 UPDATE THE "OLD" GRADE

If any of the above edits ended with severity level of **ERROR**,  
DO NOT CONTINUE

Else

*this is a valid grade transfer change*

Set **existing** SdGradeMemberships EndDtm to Old Grade Exit Date.

Set **existing** SdGradeMemberships RefExitStatusID to Old Grade Exit Code.

Set **existing** SdGradeMemberships RegisterID to Old Grade Register ID.

Set **existing** SdGradeMemberships RefGradeID to Old Grade Level Code.

#### 009.2C.6 UPDATE ELEMENTS

For each changeable element on the submitted transaction,

Compare submitted value to existing SAIS value

If the {submitted element} is different from the {SAIS element}:

Set {the SAIS element} from {the submitted element value}.

If no transaction elements were different from SAIS elements,

Report the discrepancy as: **WARNING:** system-message -209000.

**Solution:** None. SAIS will not be updated.

DO NOT UPDATE THE SAIS DATABASE.

### 009.2D Delete operation

*As with all transactions that have a date range, a "delete" operation will **change** the exit information for the grade specified by the "Old ..." elements (if there are any values in those fields) and will **delete** the grade specified by the "New ..." elements.*

Perform **009.2A.1 Find the "New" Membership**

Perform **009.2A.2 Find the "Old" Membership**

Perform **009.2A.3 Find the "New" Grade Membership**

Perform **009.2A.4 Find the "Old" Grade Membership**

**009.2D.1 CHANGE THE "OLD" GRADE**

If "Old" elements are submitted,

Perform **009.2C.2 Verify exit elements.**

Perform **009.2C.2 Validate change to SAIS.**

Perform **009.2C.4 Dates.**

If any of the previous edits ended with severity level of **ERROR**,  
DO NOT CONTINUE

Else

*this is a valid grade transfer change*

Perform **009.2C.5 Update the "Old" Grade.**

**009.2D.2 DELETE THE "NEW" GRADE**

*The "New" grade was retrieved earlier.*

If there is no **ERROR** above, then:

Proceed to step **009.3 Step 3: SAIS Database Update**

Else,

DO NOT CONTINUE.

**009.3 STEP 3: SAIS DATABASE UPDATE**

If any verification or validation edit failed with severity level of **ERROR**,  
DO NOT PERFORM THIS STEP.

For each of the following database "write" or "delete" actions:

Set the timestamp, user, and status elements (CreatedUser, CreatedDtm, and Status) appropriately.

If the updated entity (either added, changed, or deleted) is an entity that SAIS may automatically update:

Set the UpdateMethodIndicator:

- to "submitted", if the update was specifically requested by the LEA
- to "automatic" if the update was done automatically by SAIS as a result of actions taken for a submitted transaction (i.e., a cascading delete).

For each of the following database "write" or "delete" actions that is successful:

Issue an informational message (if positive reporting is being done).

For each of the following database "write" or "delete" actions that is **not** successful:

SAIS will log a transaction activity status on the submission results of: Message 7, "Record failed due to SAIS internal errors, but will be retried."

Additionally, SAIS will log a file activity status of: Message 11, "File processed but contains transactions that will be retried."

**Solution:** SAIS will retry the transaction.

If Operation Code = A (add), then:

Perform **009.3A Add grade transfer**.

Else, if Operation Code = C (change), then:

Perform **009.3C Change grade transfer**.

Else, if Operation Code = D (delete), then:

Perform **009.3D Delete grade transfer**.

### **009.3A Add Grade Transfer**

For "Old Grade ..." information, if a change must be made to SAIS:

Update existing retrieved row to SdGradeMemberships table in SAIS Student database.

For "New Grade ..." information:

Set foreign key:

Set SdGradeMemberships StudentSchoolMembershipID from SdSchoolMemberships ID.

Write new row to SdGradeMemberships table in SAIS Student database.

### **009.3C Change Grade Transfer**

*The row in the SdGradeMemberships table that matches the key elements in the submitted transaction was retrieved earlier. All submitted elements have already been set in that row.*

Update the selected row (related to "Old Grade ...") of SdGradeMemberships.

### **009.3D Delete Grade Transfer**

*The row in the SdGradeMemberships table that matches the key elements in the submitted transaction was retrieved earlier.*

For "Old Grade ..." information, if a change must be made to SAIS:

Update existing retrieved row to SdGradeMemberships table in SAIS Student database.

Delete the selected row (related to "New Grade...") of SdGradeMemberships.

## STUDENT PAYER FACTORS

This transaction is designed to capture the elements that are directly related to tuition payment: the tuition payer and the special enrollment code. These elements are unique to one single membership for a student. In other words, these elements will apply only to the student's membership (already on SAIS) in the school specified, during the membership period encompassing the dates specified. Furthermore, there may be more than one of either or both of these elements during a single membership.

When to use this transaction:

- when a student's special enrollment situation or tuition payer changes during the course of the school year
- when a student's special enrollment situation or tuition payer was submitted incorrectly on the **Student Enrollment** or **Student Readmission** transaction

The following structure describes the elements in this transaction.

field name	abbreviated name	length	data type	description
Transaction ID	TRANSID	3	I	ID value = 010
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS, but will be sent back to the submitter with any system-generated error or warning message
Operation Code	OPRCD	1	S	A = Add new tuition factor(s): special enrollment <b>and/or</b> tuition payer C = Change existing tuition factor(s) D = Delete special enrollment <b>and/or</b> tuition payer
Entity ID	ENTITYID	9	S	School identifier; CTDS code
School Student ID	SCHLSTUID	12	S	School-generated student identifier
Student ID	STUDENTID	10	I	ADE-generated student identifier
Track Number	TRACK	4	I	For schools or districts with multiple tracks, identifies the track to which this membership applies. (If the school does not have its own calendar, it will use the district's calendar.)
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration
Middle Name on Legal Document	MIDDLNM	30	S	Student middle name as it appears on the legal document provided for registration
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration
Old Special Enrollment Code	SPECENRCD	2	C	Special dispensation granted for a single enrollment (e.g., CEC-B) allowing the student to attend this school, which is outside his normal district of residence <i>See Code Values - Special Enrollment</i>
Old Special Enrollment Start Date	OLDSPECENR STRTDT	10	D	The date the special dispensation took effect
Old Special Enrollment End Date	OLDSPECENR END	10	D	The date the special dispensation was terminated

field name	abbreviated name	length	data type	description
New Special Enrollment Code	NEWSPECEN RCD	2	C	Special dispensation granted for a single membership (e.g., CEC-B) allowing the student to attend this school, which is outside his normal district of residence <i>See Code Values - Special Enrollment</i>
New Special Enrollment Start Date	NEWSPECEN RSTRDT	10	D	The date the special dispensation took effect
New Special Enrollment End Date	NEWSPECEN REND	10	D	The date the special dispensation was terminated
Old Tuition Payer Code	OLDTUITPAYR CD	2	C	Individual or organization responsible for the tuition <i>See Code Values – Tuition Payer</i>
Old Tuition Payer Start Date	OLDTUITPAYR STRT	10	D	The date the tuition payer became responsible for this student's tuition
Old Tuition Payer End Date	OLDTUITPAYR END	10	D	The last date the tuition payer was responsible for this student's tuition
New Tuition Payer Code	NEWTUITPAY RCD	2	C	Individual or organization responsible for the tuition <i>See Code Values – Tuition Payer</i>
New Tuition Payer Start Date	NEWTUITPAY RSTRT	10	D	The date the tuition payer became responsible for this student's tuition
New Tuition Payer End Date	NEWTUITPAY REND	10	D	The last date the tuition payer was responsible for this student's tuition

## CHANGING ELEMENTS

See the section **How to Change Specific SAIS Elements** at the end of this document for instructions on which transaction should be used to change particular data elements.

The following elements will be changed with a "change" operation. The following elements will be changed if supplied with an "add" operation and a "delete" operation.

- Old Special Enrollment Code
- Old Special Enrollment End Date
- Old Tuition Payer Code
- Old Tuition Payer End Date

## HOW TO ENTER A SPECIAL ENROLLMENT CODE FOR THE FIRST TIME

School started 9/5/1999. On 10/1/1999, a student receives a special enrollment of CEC-B. No end date is known for this CEC-B at this time. (The original Tuition Payer Code has not changed, so its values stay null.) Advise ADE of this by submitting a **Student Payer Factors** transaction with the following elements.

- transaction ID = 010; operation code = add
- identifying elements for school & student, student names
- all "old" elements remain nulls, as non previously existed on SAIS
- New Special Enrollment Code = {the value representing "CEC-B"}
- New Special Enrollment Start Date = 10/01/1999
- New Special Enrollment End Date = nulls
- all "Tuition Payer" elements remain nulls, because that is not being changed

**HOW TO EXIT AN EXISTING SPECIAL ENROLLMENT CODE AND ENTER A NEW ONE**

On 02/16/2000 the above student is awarded Open Enrollment status. The previous special enrollment code expires when this new one starts. The tuition payer has not changed. This will be accomplished using one of the following methods, depending upon the situation.

The previous special enrollment remained in effect until superceded by this open enrollment status. Submit a single **Student Payer Factors** transaction with the following elements.

- transaction ID = 010; operation code = add
- identifying elements for school & student, student names
- Old Special Enrollment Code = {the value representing "CEC-B"}
- Old Special Enrollment Start Date = 10/01/1999
- Old Special Enrollment End Date = 02/15/2000
- New Special Enrollment Code = {the value representing "open enrollment"}
- New Special Enrollment Start Date = 02/16/2000
- New Special Enrollment End Date = nulls
- all "Tuition Payer" elements remain nulls, because that is not being changed

**HOW TO EXIT AN EXISTING SPECIAL ENROLLMENT CODE AND NOT ENTER A NEW ONE**

- transaction ID = 010; operation code = change
- identifying elements for school & student, student names
- Old Special Enrollment Code = {the value representing "CEC-B"}
- Old Special Enrollment Start Date = 10/01/1999
- Old Special Enrollment End Date = 01/07/2000
- all "new" elements remain nulls, as no special enrollment is in effect
- all "Tuition Payer" elements remain nulls, because that is not being changed

**ELEMENT OPTIONALITY**

*This table defines whether each element is required or optional.*

*Note: When conditions state that a change will be made on SAIS, any changeable field on the submitted transaction that does not contain a value — rather, it contains nulls or spaces — will replace the value on SAIS with nulls.*

R: the element is required

X: any value in the submitted element will be ignored

{blank}: the element is optional; a valid value will be captured in SAIS

**Table 11 Payer Factors Transaction Element Optionality**

<i>element</i>	<i>add</i>	<i>change</i>	<i>delete</i>
Transaction ID	R	R	R
Vendor Defined Field	X	X	X
Operation Code	R	R	R
Entity ID	R	R	R
School Student ID	X	X	X
Student ID	R	R	R
Track Number	R	R	R
First Name on Legal Document	X	X	X
Middle Name on Legal Document	X	X	X
Last Name on Legal Document	X	X	X
Old Special Enrollment Code (1)	2	2	2
Old Special Enrollment Start Date (1)	2	2	2
Old Special Enrollment End Date	2	2	2
New Special Enrollment Code (1)	3	X	3
New Special Enrollment Start Date (1)	3	X	3
New Special Enrollment End Date		X	X
Old Tuition Payer Code (1)	2	2	2
Old Tuition Payer Start Date (1)	2	2	2
Old Tuition Payer End Date	2	2	2
New Tuition Payer Code (1)	3	X	3
New Tuition Payer Start Date (1)	3	X	3
New Tuition Payer End Date		X	X

*1 If any "start date" is provided, then a value for its corresponding "Special Enrollment" or "Tuition Payer" value must also be provided.*

*2 If provided, at least one of the changeable elements from these sets of fields must be different from SAIS for this to be a valid change.*

*3 At least one of these sets of elements is required for this to be a valid add or delete operation.*

**NOTE ON DATES**

The start and end dates for membership-related elements *should* fall completely within the enrollment period of the membership (the start and end dates of that membership). However, SAIS will accept dates for **Student Payer Factors** even if these dates exceed the membership, in case the membership start and/or withdrawal dates ultimately turn out to be incorrect and are later fixed by the submitter. For example, assume the following memberships were reported to SAIS for one student.

<i>activity</i>	<i>school</i>	<i>start</i>	<i>end</i>	<i>comment</i>
new membership	ABC	1999/09/30		special enrollment code = blank
withdrawal	ABC	1999/09/30	2000/03/01	
new membership (transfer)	XYZ	2000/03/01	2000/05/25	special enrollment code = blank
membership change	ABC	1999/09/1	2000/05/30	special enrollment code = CEC-A

In this example, SAIS will accept the **Student Payer Factors** even though these dates overlap the membership. However, when funding is calculated, the membership start and withdrawal dates take precedence, and the CEC will be granted only to the membership for school ABC, and only for the actual duration of the membership (9/30/1999 through 3/1/2000).

<i>item</i>	<i>transaction or condition</i>	<i>7/1</i>	<i>8/1</i>	<i>9/1</i>	<i>10/1</i>	<i>11/1</i>	<i>12/1</i>	<i>1/1</i>	<i>2/1</i>	<i>3/1</i>	<i>4/1</i>	<i>5/1</i>	<i>6/1</i>	<i>7/1</i>	<i>explanation</i>
1	new enrollment: ABC school, start=9/1; end=2/28; special enrollment code=blank														membership #1
															StStudentSchoolMemberships enrollment period: ABC
															StStudentPayerCodes; RefSpecialEnrollmentID
															there is no special enrollment
2	new enrollment: XYZ school, start=3/1; end=5/25; special enrollment code=blank														membership #2
															StStudent SchoolMem berships enrollment period: XYZ
															StStudentPayerCodes; RefSpecialEnrollmentID
															there is no special enrollment
3	payer factors: school=ABC; special enrollment code=CEC- A; start=9/30; end=5/30														special enrollment condition assumed active for this membership only; each school has a separate membership
															StStudentPayerCodes; RefSpecial EnrollmentID CEC-A
<b>Funding Settings</b>															
	SCHOOL ABC enrollment														membership #1
															StStudentSchoolMemberships enrollment period: ABC
	payer codes														StStudentPayerCodes; RefSpecialEnrollmentID
															there is no special enrollment
	SCHOOL XYZ enrollment														membership #2
															StStudent SchoolMem berships enrollment period: XYZ
	payer codes														StStudentPayerCodes; RefSpecialEnrollmentID
															payer codes are effective only during the membership period (MemFig5.gif / image27)

**Figure 5 Sample changes involving payer factor dates**

## NOTES ON SPECIAL ENROLLMENT CODE

The state of Arizona has provided relief for students who might encounter undue adversity in attending school because of difficult geographic or emotional circumstances. The legislature has granted individual districts the power to grant approval to students on an individual basis, for a student to attend a school not within his normal district of residence, at state expense.

Certificates of Educational Convenience (ARS §15-825) are available from the county superintendent, usually obtained prior to membership. The endowment of a CEC may change due to a change in the student's residence, while attending the school for which the CEC was granted, or due to a change in *SPED* facility placement.

- CEC-A classifies relief for students precluded from attending the school in their own district of residence by distance, lack of transportation, or similar reasons.
- CEC-B classifies relief for the following students:
  - residing in a state rehabilitation or corrective institution;
  - residing in a foster home or child care agency or institution which is licensed and supervised by the department of economic security or the department of health services;
  - residing in a residential facility operated or supported by the department of economic security or the department of health services; or
  - under the supervision of the department of juvenile corrections in a residence pursuant to the interstate compact on juveniles.

Open Enrollment is defined in ARS §15-816.

- " **'Open enrollment'** means a policy adopted and implemented by a school district governing board to allow resident transfer pupils to begin membership in any school within the school district, to allow resident pupils to begin membership in any school located within other school districts in this state and to allow nonresident pupils to begin membership in any school within the district pursuant to section 15-816.01."

**Note on System Message Numbers:** As stated at the beginning of this document in the **General Requirements** chapter, the system messages defined in this document have been changed. A full description of the error message meaning and values may be found in the **Transaction Requirements: System Messages** document.

### 010.1 STEP 1: VERIFICATION

Perform every step in Verification, even if errors are encountered. Report all errors.

#### 010.1.1 ALLOWED DATA FORMAT

Perform the same verification as for **Student Enrollment**, **001.1.1 Allowed data format**.

#### 010.1.2 ALLOWED CODE VALUES

Using **Table 11 Payer Factors Transaction Element Optionality**,

Perform the same verification as for **Student Enrollment**, **001.1.2 Allowed code values**.

### 010.1.3 OPERATION CODE

Perform the same verification as for **Student Withdrawal**, **003.1.3 Operation Code**.

### 010.1.4 MISSING FIELDS

*Note that at least one of the changeable elements listed in **Table 11 Payer Factors Transaction Element Optionality** must be different from its value on SAIS for this to be a valid change operation.*

Using **Table 11 Payer Factors Transaction Element Optionality**,

Perform the same verification as for **Student Enrollment**, **001.1.4 Missing fields**.

## 010.2 STEP 2: VALIDATION

*Perform these edits. After successful completion of each of the following edits (no FATAL or ERROR severity levels) and unless stated otherwise in the following sections, proceed to **010.3 Step 3: SAIS Database Update** to update the SAIS database appropriately.*

*For validation, take into consideration whether the element is required or optional as identified in **Table 11 Payer Factors Transaction Element Optionality**.*

Compare submitted values to existing values and issue an informational message for each changed element, if SAIS is doing positive reporting.

### 010.2.1 ENTITY / LEA

Perform the same validation as for **Student Withdrawal**, **003.2.1 Entity / LEA**.

### 010.2.2 OPERATION CODE

*From here on, Validation relies on the Operation Code. Perform one of the remaining sub-steps, depending upon the value of Operation Code.*

If Operation Code = A (add), then:

Perform **010.2A Add operation**.

Else, if Operation Code = C (change), then:

Perform **010.2C Change operation**.

Else, if Operation Code = D (delete), then:

Perform **010.2D Delete operation**.

## 010.2A Add operation

### 010.2A.1 STUDENT IDENTIFIERS

Perform the same verification as for **Student Readmission**, **002.2A.2 Student identifiers**.

### 010.2A.2 FIND THE MEMBERSHIP

*Find the membership for this submission.*

Perform the same verification as for **Student Absence**, **004.2.2 Find the membership**, using one of the submitted dates on the transaction to set **Fiscal Year**.

### 010.2A.3 START & END DATES

SAIS will check the following date conditions.

- If one of the submitted start dates ("old" or "new", "special enrollment" or "tuition payer") is not within the membership, SAIS will reject the transaction with an error.
- If an overlap or a gap occurs as a result of dates already on SAIS and the sets of dates submitted on the transaction, this will be allowed and SAIS will issue a warning so that this overlap will be fixed before funding can commence.
- If an overlap or a gap exists within the dates on the submitted transaction (see above), SAIS will reject the transaction with an error.
- If the student has already withdrawn from this membership, and the submitted End Date is later than that Withdrawal Date, SAIS will change the End Date to match the Withdrawal Date and issue a warning.

*Note that all dates must occur within the membership start and end dates*

If New Special Enrollment Start Date is **not** a valid session date in this school's calendar for the track identified in the membership during the fiscal year indicated by this New Special Enrollment Start Date, then:  
Report the discrepancy as: **ERROR:** system-message -9015.

**Solution:** If the start date is incorrect, this transaction must be resubmitted with the correct information. If the LEA's calendar is incorrect, that must be fixed and then this transaction may be resubmitted.

DO NOT CONTINUE.

If New Special Enrollment End Date is submitted:

If New Special Enrollment End Date is **not** a valid session date in this school's calendar for the track identified in the membership during the fiscal year indicated by this New Special Enrollment End Date, then:  
Report the discrepancy as: **ERROR:** system-message -9015.

**Solution:** If the end date is incorrect, this transaction must be resubmitted with the correct information. If the LEA's calendar is incorrect, that must be fixed and then this transaction may be resubmitted.

DO NOT CONTINUE.

If New Tuition Payer Start Date is **not** a valid session date in this school's calendar for the track identified in the membership during the fiscal year indicated by this New Tuition Payer Start Date, then:  
Report the discrepancy as: **ERROR:** system-message -9015.

**Solution:** If the start date is incorrect, this transaction must be resubmitted with the correct information. If the LEA's calendar is incorrect, that must be fixed and then this transaction may be resubmitted.

DO NOT CONTINUE.

If New Tuition Payer End Date is submitted:

If Tuition Payer End Date is **not** a valid session date in this school's calendar for the track identified in the membership during the fiscal year indicated by this New Tuition Payer End Date, then:  
Report the discrepancy as: **ERROR:** system-message -9015.

**Solution:** If the end date is incorrect, this transaction must be resubmitted with the correct information. If the LEA's calendar is incorrect, that must be fixed and then this transaction may be resubmitted.

DO NOT CONTINUE.

#### 010.2A.4 VALID ADD

##### Part 1

*Now verify whether this information already exists on SAIS. Since this transaction includes two disparate sets of information that may be added independently of each other, at least one of them **must not already exist on SAIS** for this to be a valid "add" operation. The other set may also be new, or it may match SAIS.*

Retrieve **all** rows from the SdPayerFactors table whose RefFundingRelatedID = "special enrollment" and whose StartDtm either matches or overlaps with the New Special Enrollment Start Date.

Retrieve **all** rows from the SdPayerFactors table whose RefFundingRelatedID = "tuition payer" and whose StartDtm either matches or overlaps with the New Tuition Payer Start Date.

Perform **010.2A.4.1 Special Enrollment**, below.

Perform **010.2A.4.2 Tuition Payer**, below.

If neither special enrollment code nor tuition payer code must be added (neither flag was set above,  
Report the discrepancy as: **ERROR:** system-message -29016.

**Solution:** There are several solutions, depending upon the problem.

- If either start date is incorrect, this transaction should be resubmitted with the correct information.
- Otherwise, no action is required; SAIS is already correct.

**Part 2**

*This section may create as many as **two** occurrences of the SdPayerFactors: perhaps one for special enrollment code and perhaps one for tuition payer code. Only create an occurrence if the submitted data differs from that already on SAIS.*

If **Part 1** completed without an **ERROR**, then:  
*this is a valid "add" operation.*

CONTINUE WITH THIS EDIT

Else,

DO NOT CONTINUE.

If the flag to add the new special enrollment has been set,

Set SdPayerFactors (1) RefFundingRelatedID to "special enrollment"

Set SdPayerFactors (1) FundingCode from New Special Enrollment Code

Set SdPayerFactors (1) StartDtm from New Special Enrollment Start Date

Set SdPayerFactors (1) EndDtm from New Special Enrollment End Date

Set SdPayerFactors (1) FiscalYear to **Fiscal Year**.

If the flag to add the new tuition payer has been set,

Set SdPayerFactors (2) RefFundingRelatedID to "tuition payer"

Set SdPayerFactors (2) FundingCode from New Tuition Payer Code

Set SdPayerFactors (2) StartDtm from New Tuition Payer Start Date

Set SdPayerFactors (2) EndDtm from New Tuition Payer End Date

Set SdPayerFactors (2) FiscalYear to **Fiscal Year**.

## 010.2A.4.1 SPECIAL ENROLLMENT

Further information on this topic can also be found in section **001.2A.12 DOR, tuition payer, and special enrollment** and in section **Synchronize DOR, tuition payer, and special enrollment**, located in chapter **Synchronize all student elements** in the **Transaction Requirements: Integrity Checking Processes** document.

The next figure lists some **Student Enrollment** and **Student Payer Factors** transactions and their consequences.

item	transaction or condition	7/1	8/1	9/1	10/1	11/1	12/1	1/1	2/1	3/1	4/1	5/1	6/1	7/1	explanation
1	new enrollment: ABC school, start=9/1; special enrollment code=blank	<div>StStudentSchoolMemberships enrollment period</div> <div>StStudentTuitionPayers; special enrollment</div>													enrollment assumed active to regular school year end date, unless user submits an exit date
2	payer factors: special enrollment code=CEC-A, start=7/1	<div>StStudentTuitionPayers; special enrollment CEC-A</div>													special enrollment condition assumed active to regular school year end date, unless user submits an exit date
3	payer factors: special enrollment code=open enrollment, start=2/1	<div>CEC-A</div> <div>open enrollment</div>													SAIS issues an informational that the existing special enrollment should be exited as of the day before the new one begins
4	payer factors: special enrollment code=blank, end=3/31	<div>CEC-A</div> <div>open enroll't</div>													SAIS issues an informational message that the most recent active special enrollment code might have to be exited
5	payer factors: special enrollment code=CEC-A, end=10/30	<div>CEC-A</div> <div>open enroll't</div>													SAIS updates the exit date for the earlier special enrollment code
6	payer factors: special enrollment code=CEC-B, start=10/1	ERROR. Retroactive spec.enroll't period conflicts with existing dates. SAIS makes no assumptions. If incoming dates here are right, the existing codes must be deleted, then correct dates & codes re-submitted.													
7	payer factors: special enrollment code=CEC-B, start=11/1, end=12/30	<div>CEC-B</div>													
8	withdrawal: date=5/1	<div>StStudentSchoolMemberships</div>													
<b>Funding Settings</b>															
	enrollment period	<div>StStudentSchoolMemberships</div>													
	payer codes	<div>CEC-A</div> <div>CEC-B</div> <div>open enroll't</div>													payer codes are effective only during the membership period (MemFig6.gif / image28)

**Figure 6 Sample Special Enrollment Code changes**

Because special enrollment is an optional state for a student, these elements may or may not exist on the submitted transaction. If ANY of the special enrollment-related elements were submitted, perform JUST ONE of the following sub-steps depending upon the combination of elements populated in the transaction.

A. Only New Special Enrollment Start Date submitted

This condition will be caught in **010.1.4 Missing fields**.

B. Only New Special Enrollment Start Date + New Special Enrollment End Date submitted

This condition will be caught in **010.1.4 Missing fields**.

C. Only New Special Enrollment End Date submitted

This condition will be caught in **010.1.4 Missing fields**.

D. Only New Special Enrollment Code + New Special Enrollment Start Date submitted

If SAIS contains an **active special enrollment\*** for this membership **during the time period specified**,

If the submitted value is different from the currently active value on the SAIS database, then:

*this code already exists on SAIS with a start date that overlaps with the submitted start date; the dates must be fixed.*

Report it as: **WARNING:** system-message -29017.

If the submitted value is the same as the currently active value on the SAIS database, then:

*this code already exists on SAIS with a start date that is the same as the submitted start date; fix by deleting and re-adding.*

Report it as: **ERROR:** system-message -229001.

Else, if SAIS contains NO special enrollment code for this membership **during the time period specified**, or it contains an **expired special enrollment\*\***

*special enrollment conditions existed, but none are active any longer; this transaction is good*

Set a flag so that a **new** SdPayerFactors on SAIS will be created.

E. All special enrollment elements submitted

Perform **D. Only Special Enrollment Code + Special Enrollment Start Date submitted**, above.

**\*ACTIVE SPECIAL ENROLLMENT\***

The following criteria define an **active special enrollment**. Keep in mind that all must match the student at this LEA, for the time period specified in the transaction.

There is a special enrollment condition on SAIS for the period of the submitted transaction, and its end date is blank.

OR

The submitted transaction's New Special Enrollment Start Date falls between the start date and end date of another special enrollment on SAIS.

*Note that while transaction's New Special Enrollment Start Date and New Special Enrollment End Date may overlap membership start and end dates, they may NOT overlap other special First Day of Memberships.*

**\*\*EXPIRED SPECIAL ENROLLMENT\*\***

The following criteria define an **expired special enrollment**. Keep in mind that all must match the student at this LEA, for the time period specified in the transaction.

There is a special enrollment condition on SAIS for the period of the submitted transaction, and its end date is in the past, and its start and end dates do not overlap with the period of the submitted transaction.

**\*\*\*NO SPECIAL ENROLLMENT\*\*\***

The following criteria define a the lack of a **special enrollment** condition. Keep in mind that all must match the student at this LEA, for the time period specified in the transaction.

There is no special enrollment condition on SAIS for the period of the submitted transaction.

**010.2A.4.2 TUITION PAYER**

Further information on this topic can also be found in section **001.2A.12 DOR, tuition payer, and special enrollment**. The statute relevant to tuition payers can be found in section **Synchronize DOR, tuition payer, and special enrollment; Arizona Revised Statute § 15-824**, located in the **Transaction Requirements: Integrity Checking Processes** document.

*Tuition payer must contain some value for every single day throughout the life of the membership. Actually, tuition payer start and end dates may fall beyond the membership dates; the funding process will ignore the irrelevant days.*

*The first tuition payer is always specified in the **Student Enrollment** transaction. When a student's tuition payer changes midway through the membership period, SAIS will issue an informational message that the existing tuition payer might need to be exited (calculated as the new Tuition Payer Start Date – 1 day).*

*Because every membership day must have a tuition payer associated with it, retroactive changes are accepted.*

- *For retroactive changes, the Tuition Payer Code and the Tuition Payer Start Date are required fields; Tuition Payer End Date is optional.*
- *If the start and/or end dates provided will cause an overlap or a gap, SAIS will issue an informational message that the prior tuition payer ) might need to be exited (the prior end date = submitted transaction's Tuition Payer End Date + 1 day) or the other tuition payers on SAIS must be synchronized in some way.*

The next figure lists some **Student Enrollment** and **Student Payer Factors** transactions and their consequences.

item	transaction or condition	7/1	8/1	9/1	10/1	11/1	12/1	1/1	2/1	3/1	4/1	5/1	6/1	7/1	explanation
1	new enrollment: ABC school, start=9/1, tuition payer=private paid														enrollment assumed active <b>to school session end</b> (here, 5/31), unless user submits an exit date
															tuition payer condition assumed active <b>to school session end</b> unless user submits an exit date
2	payer factors: tuition payer=tuition in (by DOR), start=7/1														
3	payer factors: tuition payer=exempt; start=1/1														SAIS issues informational message that the last payer code might need to be exited.
4	payer factors: tuition payer end=4/31														INFORMATION: This end date leaves days without a payer code
5	payer factors: tuition payer=blank; end=5/31														Incoming end date is the same as the regular school year end date, so each day has a payer code.
6	payer factors: tuition payer=private paid; start=11/1														SAIS issues informational message that the prior tuition payer might need to be exited.
7	payer factors: tuition payer=exempt; start=3/1; end=5/31														SAIS issues informational message that the prior tuition payer might need to be exited.
8	withdrawal: date=4/30														
<b>Funding Settings</b>															
	enrollment period														
	payer codes														payer codes are effective only during the membership period (MemFig7.gif / image29)

**Figure 7 Sample Tuition Payer Code changes.**

If ANY of the tuition payer-related elements were submitted, perform JUST ONE of the following sub-steps depending upon the combination of elements populated in the transaction.

- A. Only New Tuition Payer Start Date submitted  
This condition will be caught in **010.1.4 Missing fields**.
- B. Only New Tuition Payer Start Date + Tuition Payer End Date submitted  
This condition will be caught in **010.1.4 Missing fields**.
- C. Only New Tuition Payer End Date submitted  
This condition will be caught in **010.1.4 Missing fields**.

D. Only New Tuition Payer Code + New Tuition Payer Start Date submitted

If SAIS contains a tuition payer code for this membership only **during or earlier than** the time period specified in the transaction,

If the submitted value is the same as the currently active value on the SAIS database, then:

*this code already exists on SAIS with a start date that is the same as the submitted start date; fix by deleting and re-adding.*

Report it as: **ERROR:** system-message -29018.

Else, if SAIS contains a tuition payer code for this membership **more recent than** the time period specified in the transaction,

*this is a tuition payer change that causes an overlap, issue an informational message that subsequent tuition payers need to be deleted or synchronized*

Report it as: **WARNING:** system-message-229002.

Else, if SAIS contains **no** tuition payer code for this membership **during or more recent than** the time period specified in the transaction,

*no tuition payer exists today; start a new one*

Set a flag so that a **new** SdPayerFactors on SAIS will be created.

E. All tuition payer elements submitted

Perform **D. Only New Tuition Payer Code + New Tuition Payer Start Date submitted**, above.

## 010.2C Change operation

### 010.2C.1 START & END DATES

*This is very similar to the process as for the "add" operation, **010.2A.3 Start & end dates**, except that the existing row must already exist on SAIS. Also, the "change" operation utilizes the "old" element values.*

### 010.2C.2 VALID CHANGE

#### Part 1

Perform the same process as for the "add" operation, **Part 1** in **010.2A.4 Valid Add**, with the following exceptions.

- The existing tuition payer and/or special enrollment row must already exist on SAIS.
- The submitted Old Tuition Payer End Date and/or Old Special Enrollment End Date must be different from the value(s) on SAIS for this to be a valid "change" operation.
- Set flags when appropriate for existing tuition payer and/or special enrollment to be changed on SAIS.

**Part 2**

If **Part 1** completed without an **ERROR**, then:  
*this is a valid "add" operation.*

CONTINUE WITH THIS EDIT

Else,

DO NOT CONTINUE.

If the flag to change the existing special enrollment has been set,

Set SdPayerFactors (1) EndDtm from Old Special Enrollment End Date.

If the flag to change the existing tuition payer has been set,

Set SdPayerFactors (2) EndDtm from Old Tuition Payer End Date.

**010.2C.3 UPDATE ELEMENTS**

For each changeable element on the submitted transaction,  
Compare submitted value to existing SAIS value

If no transaction elements were different from SAIS elements,

Report the discrepancy as: **WARNING:** system-message -209000.

**Solution:** None. SAIS will not be updated.

DO NOT UPDATE THE SAIS DATABASE.

**010.2D Delete operation****010.2D.1 FIND THE EXISTING PAYER CODE ROW(S)**

Perform the same process as for the "add" operation, **Part 1** in **010.2A.4 Valid Add**, with the following exceptions.

- All provided elements must already exist on SAIS.
- Set flags when appropriate for existing tuition payer and/or special enrollment to be deleted from SAIS.

### 010.3 STEP 3: SAIS DATABASE UPDATE

If any verification or validation edit failed with severity level of **ERROR**,  
DO NOT PERFORM THIS STEP.

For each of the following database "write" or "delete" actions:

Set the timestamp, user, and status elements (CreatedUser, CreatedDtm, and Status) appropriately.

If the updated entity (either added, changed, or deleted) is an entity that SAIS may automatically update:

*EXAMPLE: The LEA submits a withdrawal to ADE. When SAIS processes it, the UpdateMethodIndicator is set to "submitted." As a result of this submitted withdrawal, SAIS will automatically withdraw the student from all programs/services in which he is registered with SAIS as receiving services. The UpdateMethodIndicator for each of these program/service withdrawals will be set to "automatic." Thus, if the LEA recognizes that the withdrawal was done in error and submits a withdrawal "delete" operation, SAIS can reverse the automatic program/service withdrawals it created.*

Set the UpdateMethodIndicator:

- to "submitted", if the update was specifically requested by the LEA
- to "automatic" if the update was done automatically by SAIS as a result of actions taken for a submitted transaction.

For each of the following database "write" or "delete" actions that is successful:

Issue an informational message (if positive reporting is being done).

For each of the following database "write" or "delete" actions that is **not** successful:

SAIS will log a transaction activity status on the submission results of: Message 7, "Record failed due to SAIS internal errors, but will be retried."

Additionally, SAIS will log a file activity status of: Message 11, "File processed but contains transactions that will be retried."

**Solution:** SAIS will retry the transaction.

If Operation Code = A (add), then:

Perform **010.3A Add Tuition Payers**.

Else, if Operation Code = C (change), then:

Perform **010.3C Change Tuition Payers**.

Else, if Operation Code = D (delete), then:

Perform **010.3D Delete Tuition Payers**.

**010.3A Add Tuition Payers**

*Ascertain which of the elements must be added (tuition payer, special enrollment, or both), and create rows accordingly.*

**SPECIAL ENROLLMENT**

If the special enrollment must be added (flag set earlier)

Set foreign key:

Set SdPayerFactors (1) StudentSchoolMembershipID from SdSchoolMemberships ID

Write new row (1) to SdPayerFactors table in SAIS Student database.

If any existing special enrollment must be changed (flag set earlier)

Write existing row (1) to SdPayerFactors.

If any existing special enrollment must be deleted (flag set earlier)

Delete existing row (1) from SdPayerFactors.

**TUITION PAYER**

If the tuition payer must be added (flag set earlier)

Set foreign key:

Set SdPayerFactors (2) StudentSchoolMembershipID from SdSchoolMemberships ID

Write new row (2) to SdPayerFactors table in SAIS Student database.

If any existing tuition payers must be changed (flag set earlier)

Write existing row (2) to SdPayerFactors.

If any existing tuition payers must be deleted (flag set earlier)

Delete existing row (2) from SdPayerFactors.

**010.3C Change Tuition Payers**

*Ascertain which of the elements must be changed (tuition payer, special enrollment, or both), and update rows accordingly.*

**SPECIAL ENROLLMENT**

If the existing special enrollment must be changed (flag set earlier)

Write existing row (1) to SdPayerFactors.

**TUITION PAYER**

If the existing tuition payers must be changed (flag set earlier)

Write existing row (2) to SdPayerFactors.

**010.3D Delete Tuition Payers**

*Ascertain which of the elements must be deleted (tuition payer, special enrollment, or both), and delete rows accordingly.*

**SPECIAL ENROLLMENT**

If any existing special enrollment must be changed (flag set earlier)

Write existing row (1) to SdPayerFactors.

If the existing special enrollment must be deleted (flag set earlier)

Delete existing row (1) from SdPayerFactors.

**TUITION PAYER**

If the existing tuition payers must be changed (flag set earlier)

Write existing row (2) to SdPayerFactors.

If the existing tuition payers must be deleted (flag set earlier)

Delete existing row (2) from SdPayerFactors.

## STUDENT YEAR END STATUS

The **Student Year End Status** transaction relates only to students who are in membership through the scheduled last day of school. This transaction captures one piece of information.

- **Year End Status Code:** the student's state on the last day of school. Every student who is in membership at the end of the school year must be assigned a Year End Status Code.

The **Student Year End Status** transaction requires school and student identifying information and a year-end status code. The date on the transaction identifies the membership for which this code applies.

The Year End Status Codes can be found in **Table 13 Year End Status Codes**.

*Note: Summer Activity Code has a codependent relationship with Year End Status Code. These two elements and Withdrawal Code have a mutually exclusive relationship. SAIS will not validate these relationships during the transaction processing sequence. The relationship among these elements will not be validated in the first implementation of SAIS, but will be included in Integrity Checking processing in a future fiscal year.*

Year End Status may be submitted before or after the school year end date. Some districts prefer to submit expected values beforehand and then correct those year-end statuses that do not match expected student results.

The following structure describes the elements in this transaction.

field name	abbreviated name	length	data type	description
Transaction ID	TRANSID	3	I	ID value = 016
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS, but will be sent back to the submitter with any system-generated error or warning message
Operation Code	OPRCD	1	S	A = Add a new Student Year End Status Code C = Change an existing Student Year End Status Code D = Delete an existing Student Year End Status Code
Entity ID	ENTITYID	9	S	School identifier; CTDS code
School Student ID	SCHLSTUID	12	S	School-generated student identifier
Student ID	STUDENTID	10	I	ADE-generated student identifier
First Day of Membership	ENRDATE	10	D	The day this membership started; the date the student first received instruction for this membership. <b>NOTE: In SAIS, the terms "First Day of Membership" and "Enrollment Date" are used interchangeably.</b>
Track Number	TRACK	4	I	For schools or districts with multiple tracks, identifies the track to which this membership applies. (If the school does not have its own calendar, it will use the district's calendar.)
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration

field name	abbreviated name	length	data type	description
Year End Status Code	YEARENDSTAT	3	C	Student's academic status at the end of the school year <i>See Code Values – Activity (Year End Status only)</i>

## CHANGING ELEMENTS

See the section **How to Change Specific SAIS Elements** at the end of this document for instructions on which transaction should be used to change particular data elements.

The following elements may be changed using this transaction with a "change" operation.

- Year End Status Code

## ELEMENT OPTIONALITY

This table defines whether each element is required or optional depending on Operation Code.

*Note: When conditions state that a change will be made on SAIS, any changeable field on the submitted transaction that does not contain a value — rather, it contains nulls or spaces — will replace the value on SAIS with nulls.*

R: the element is required

X: the element will be ignored

{blank}: the element is optional; a valid value will be captured in SAIS

**Table 12 Status Transaction Element Optionality**

element	add	change	delete
Transaction ID	R	R	R
Vendor Defined Field	X	X	X
Operation Code	R	R	R
Entity ID	R	R	R
School Student ID	X	X	X
Student ID	R	R	R
First Day of Membership	R	R	R
Track Number	R	R	R
First Name on Legal Document	X	X	X
Middle Name on Legal Document	X	X	X
Last Name on Legal Document	X	X	X
Year End Status Code	R	R 1	R

<sup>1</sup> This element must be different from SAIS for a valid change operation.

**YEAR END STATUS CODES****Table 13 Year End Status Codes**

The following table lists the Year End Status Codes as of September 2000 and is provided for illustrative purposes only and the values presented here may not be up to date. For the most current list of Year End Status Codes, see the section **Activity Code** in the **Transaction Code Values** document. Again, every student who is in membership at the end of the school year should be assigned a year-end status code.

code	explanation
G	<b>GRADUATED.</b> Student either (a) completed course of study requirements and <b>received a passing score on the AIMS test</b> ; or (b) completed Individual Education Plan requirements and <b>received a passing score on the AIMS test</b> (used only in grades 11, 12, or the equivalent in ungraded secondary). Graduates are issued high school diplomas from the school district. <sup>+</sup>
C	<b>COMPLETED.</b> Student either (a) completed course of study requirements but <b>DID NOT receive a passing score on the AIMS test</b> , (b) or completed Individual Education Plan requirements but <b>DID NOT receive a passing score on the AIMS test</b> (used only in grades 11, 12, or the equivalent in ungraded secondary). Completers have concluded their high school education and are not expected to re-enroll. <sup>++</sup>
A	<b>ATTENDED.</b> Student (a) <b>NEITHER</b> met course study requirements or Individual Education Plan <b>NOR received a passing score on the AIMS test</b> ; or (b) turned 22 years of age, or (c) was a twelfth grade foreign exchange student (used only in grades 11, 12, or the equivalent in ungraded secondary). Attendees have concluded their high school education and are not expected to re-enroll. <sup>++</sup>
SA	<b>STILL ENROLLED (AIMS).</b> Student is still enrolled because student (a) fulfilled course of study requirements but <b>DID NOT receive a passing score on the AIMS test</b> , or (b) completed Individual Education Plan requirements but <b>DID NOT receive a passing score on the AIMS test</b> (used only in grade 12 or the equivalent in ungraded secondary). <sup>+</sup>
SC	<b>STILL ENROLLED (Course Study Requirements).</b> Student is still enrolled because the student either (a) <b>DID NOT</b> meet course of study requirements for graduation <b>but received a passing score on the AIMS test</b> , or (b) <b>DID NOT</b> complete Individual Education Plan <b>but received a passing score on the AIMS test</b> (used only in grade 12 or the equivalent in ungraded secondary). <sup>+</sup>
SE	<b>STILL ENROLLED (Met No Requirements).</b> Student is still enrolled because student (a) <b>NEITHER</b> met course study requirements <b>NOR received a passing score on the AIMS test</b> , or (b) <b>NEITHER</b> completed Individual Education Plan <b>NOR received a passing score on the AIMS test</b> (used only in grade 12 or the equivalent in ungraded secondary). <sup>+</sup>
P	<b>PROMOTED.</b> Student was promoted to the next grade (used in all grade levels except grade 12 or the equivalent in ungraded secondary).
R	<b>RETAINED.</b> Student was retained in the same grade.

<sup>+</sup> All changes related to the AIMS test will be collected beginning with the Graduating Cohort Class (Normal Graduation Year) of 2002.

<sup>++</sup> Currently, there is NOT an official policy on completers or attendees. The definitions in this document will be revised to reflect State Board of Education policies, once established.

**Note on System Message Numbers:** As stated at the beginning of this document in the **General Requirements** chapter, the system messages defined in this document have been changed. A full description of the error message meaning and values may be found in the **Transaction Requirements: System Messages** document.

## 016.1 STEP 1: VERIFICATION

Perform every step in Verification, even if errors are encountered. Report all errors.

### 016.1.1 ALLOWED DATA FORMAT

Perform the same verification as for **Student Enrollment**, **001.1.1 Allowed data format**.

### 016.1.2 ALLOWED CODE VALUES

Using Operation Code only and referring to **Table 12 Status Transaction Element Optionality**,  
Perform the same verification as for **Student Enrollment**, **001.1.2 Allowed code values**.

### 016.1.3 OPERATION CODE

If Operation Code **not** A (add) or C (change) or D (delete), then:  
Report the discrepancy as: **ERROR:** system-message -9000.

**Solution:** Resubmit this transaction with the correct Operation Code.

### 016.1.4 MISSING FIELDS

Using **Table 12 Status Transaction Element Optionality**,  
Perform the same verification as for **Student Enrollment**, **001.1.4 Missing fields**.

## 016.2 STEP 2: VALIDATION

Perform these edits. After successful completion of each of the following edits (no FATAL or ERROR severity levels) and unless stated otherwise in the following sections, proceed to **016.3 Step 3: SAIS Database Update** to update the SAIS database appropriately.

For validation, take into consideration whether the element is required or optional, based on the submitted value for Operation Code. This information is in **Table 12 Status Transaction Element Optionality**.

### 016.2.1 ENTITY / LEA

Don't go beyond this point if the LEA does not exist in the system.

If the Entity ID **not** found in the SAIS database, then:  
Report the discrepancy as: **ERROR:** system-message -9017.

**Solution:** Resubmit this transaction including the correct Entity ID information.

### 016.2.2 FIND THE MEMBERSHIP

Using First Day of Membership instead of Absence Date, perform the validation defined in **Student Absence**;  
**004.2.2 Find the membership.**

*A membership must be found for this student at this LEA.*

If SdSchoolMemberships for this (Entity ID + Student ID + First Day of Membership + Track Number) is **not** found in the Student database, then:

*no original membership or readmission was found for this student at this LEA.*

Report the discrepancy as: **ERROR:** system-message -9019.

**Solution:** There are two possible solutions, depending on the situation.

- If the key fields on the transaction are all correct, submit the **Student Enrollment** or **Student Readmission** to create the required condition on SAIS to precede this transaction. Then resubmit this transaction.
- If one or more of the key fields on the transaction are incorrect, , resubmit this transaction with the correct information.

Else, if the membership **is** found, **but** a withdrawal has already occurred, then:

*the student withdrew from this membership before the end of the school year, so neither a year-end status nor a summer withdrawal activity is appropriate*

Report the discrepancy as: **ERROR:** system-message -9019.

**Solution:** If all dates are correct, there is no solution required. If the existing withdrawal was sent in error (the date was wrong), it must be deleted and this transaction resubmitted.

Else, if the membership **is** found and there is **no** accompanying withdrawal, continue.

*this is the correct membership and it is still active*

Continue processing.

### 016.2.3 STUDENT IDENTIFIERS

Perform the same validation as for **Student Readmission**, **002.2A.2 Student identifiers.**

### 016.2.4 OPERATION CODE

*From here on, Validation relies on the Operation Code. Perform one of the remaining sub-steps, depending upon the value of Operation Code.*

If Operation Code = A (add), then:

Perform **016.2A Add operation.**

If Operation Code = C (change), then:

Perform **016.2C Change operation.**

If Operation Code = D (delete), then:

Perform **016.2D Delete operation.**

## 016.2A Add operation

*The "add" operation will add the Year End Status Code to the existing membership.*

### 016.2A.1 GET THE EXISTING STATUS

Retrieve the row from the SdStudentYearEndStatuses table that matches the key elements in the submitted transaction.

If the matching SdStudentYearEndStatuses already exist in the database,  
Report the discrepancy as: **ERROR:** system-message -20005.

**Solution:** There are two possible solutions, depending on the situation.

- If all submitted data on the transaction is correct, then SAIS has already been updated. Ignore this transaction.
- If one or more of the key data fields on the transaction are incorrect, resubmit this transaction with the correct data.

*DO NOT CONTINUE.*

If there is no **ERROR** above, then:

Set SdStudentYearEndStatuses RefActivityID from Year End Status Code.

## 016.2C Change operation

*The "change" operation will change the Year End Status Code for the existing membership.*

### 016.2C.1 GET THE EXISTING STATUS

Retrieve the row from the SdStudentYearEndStatuses table that matches the key elements in the submitted transaction.

If the matching SdStudentYearEndStatuses does **not** exist in the database,  
Report the discrepancy as: **ERROR:** system-message -20004.

**Solution:** There are two possible solutions, depending on the situation.

- If all submitted data on the transaction is correct, then resubmit this transaction with an ADD operation.
- If one or more of the key data fields on the transaction are incorrect, resubmit this transaction with the correct data.

*DO NOT CONTINUE.*

### 016.2C.2 COMPARE SUBMITTED VALUES

*Note that nulls are a valid submission value, if the intention is to clear out an existing value on SAIS.*

*Compare submitted changeable field values to existing SAIS values*

If the Year End Status Code is different from the {SAIS element value},  
Set {SAIS element name} from {submitted element name}.

If no transaction elements were different from SAIS elements,  
Report the discrepancy as: **WARNING:** system-message -209000.

**Solution:** None. SAIS will not be updated.

DO NOT UPDATE THE SAIS DATABASE.

## 016.2D Delete operation

*The "delete" operation will delete the Student Year End Status entity from the SAIS database.*

*As shown in Table 12 Status Transaction Element Optionality, all but the required elements for the delete operation will be ignored.*

Perform **016.2C.1 Get the existing status**.

If there is no **ERROR** above, then:  
proceed to **016.3 Step 3: SAIS Database Update**

Else  
DO NOT CONTINUE.

## 016.3 STEP 3: SAIS DATABASE UPDATE

If any verification or validation edit failed with severity level of **ERROR**,  
DO NOT PERFORM THIS STEP.

For each of the following database "write" or "delete" actions:  
Set the timestamp, user, and status elements (CreatedUser, CreatedDtm, and Status) appropriately.

For each of the following database "write" or "delete" actions that **is** successful:  
Issue an informational message (if positive reporting is being done).

For each of the following database "write" or "delete" actions that is **not** successful:  
SAIS will log a transaction activity status on the submission results of: Message 7, "Record failed due to SAIS internal errors, but will be retried."

Additionally, SAIS will log a file activity status of: Message 11, "File processed but contains transactions that will be retried."

**Solution:** SAIS will retry the transaction.

If Operation Code = A (add), then:  
Perform **016.3A Add status**.

Else, if Operation Code = C (change), then:  
Perform **016.3C Change status**.

Else, if Operation Code = D (delete), then:  
Perform **016.3D Delete status**.

**016.3A Add status**

Set foreign key:

Set SdStudentYearEndStatuses StudentSchoolMembershipID from SdSchoolMemberships ID.

Write new row to SdStudentYearEndStatuses table in SAIS Student database.

If the database "write" action was **not** successful

DO NOT CONTINUE.

**016.3C Change status**

*The row in the SdStudentYearEndStatuses table that matches the key elements in the submitted transaction was retrieved earlier.*

Write updated existing row of SdStudentYearEndStatuses table in SAIS Student database.

If the database "write" action was **not** successful

DO NOT CONTINUE.

**016.3D Delete status**

*The row in the SdStudentYearEndStatuses table that matches the key elements in the submitted transaction was retrieved earlier.*

Delete the selected row of SdStudentYearEndStatuses table from the SAIS Student database.

If the write was **not** successful then:

DO NOT CONTINUE.

## STUDENT ATTENDANCE

SAIS calculates each student's Average Daily Attendance (ADA) for funding and reporting purposes. SAIS provides two transactions for submitting the elements necessary to this calculation: **Student Attendance** and **Student Absence**.

*Note that all absences for all students must be reported to ADE with the **Student Absence** transaction. However, calculating ADA is another matter. For most students, calculating ADA may be accomplished using the information provided in the **Student Absence** transaction; for other students, however the only way this can be accomplished is via the **Student Attendance** transaction.*

The formulae for calculating ADA depend upon the characteristics of the student; these formulae and the groups' characteristics are set forth in ARS § 15-901. Currently there are three groups defined in ARS § 15-901.

- Preschool children with disabilities: full-time instruction is based on a certain number of minutes of instruction time per week.

*For preschoolers, only those who are currently receiving services for a Special Education Group B disability are eligible to generate funding. Since SAIS might not know the student's current Needs at this point, the Preschool handicapped validation be performed in Integrity, after districts begin submitting the Needs data to SAIS and before ADM is calculated.*

- Homebound students (students receiving home instruction) or hospitalized students: as above, full-time instruction is based on a certain number of minutes of instruction time per week.
- All other students: full-time instruction is based on a number of minutes or hours of instruction time per school year.

The first two groups require the same elements to calculate ADA and will use the **Student Attendance** transaction to report the elements; the third requires a different set of elements and will use the **Student Absence** transaction to report the elements. These transaction methodologies are described below.

- The **Student Attendance** transaction, which is described in this chapter, captures school attendance information for use in calculating Average Daily Attendance for funding students whose ADA metric is amount of time attended per week. Absences and potential membership are irrelevant for calculating ADA here. Attendance is calculated by adding up all the attendance records for the student. The groups fitting this criterion are preschool students with disabilities and homebound students, but this **Student Attendance** transaction may be used for any high school, preschool with disability, or homebound student.
- The **Student Absence** transaction, which is described in an earlier chapter, captures absence information for use in calculating Average Daily Attendance by subtracting absences from the student's potential membership (calculated from the membership start and withdrawal dates, combined with the school calendar). All student absences should be reported to ADE using the **Student Absence** transaction, but not all will be used for calculating ADA.

*Schools must report attendance to coincide with periods set in statute for calculating ADM and ADA. Schools **must** report their attendance periods to coincide with the way they are stated in statute, which is in one-week increments. **ADE will reject any attendance transaction exceeding a one-week increment.** (One-day periods will also satisfy the statutory attendance period.) ADE still will calculate ADM by the timeframes defined in statute for ADM: the first 40 school days, the next 60 school days and the remaining school days. Therefore, then three of those periods must end on the 40<sup>th</sup> day, the 100<sup>th</sup> day, and the last day of school.*

While all students' ADA could be determined with data submitted using the **Student Attendance** transaction, using only the **Student Absence** transaction for the vast majority of students not only provides more accurate student-level reporting, but also significantly reduces the number of transactions that must be reported to ADE. It also simplifies Student Detail reporting from the districts to ADE.

### SUBMITTING BOTH ABSENCE AND ATTENDANCE

A school may submit both attendance and absence for a membership. Sometimes it is a necessary result of the status of the pupil. At other times it could happen through an error in the transaction creation program at the school or district site. Note that given certain conditions, if SAIS finds both absence and attendance information for given point in time during a membership, then only the attendance transactions will be used when calculating ADA, and any absences will be used solely for statistical purposes. The funding source hierarchy follows:

both absence and attendance data found on SAIS

<i>grade and homebound setting</i>	<i>ADA basis</i>
preschool student with disabilities	attendance*
elementary student, homebound	attendance*
elementary student, not homebound	not possible; attendance would be rejected; ADA uses absence
homebound student, any grade	attendance*
high school student, homebound	attendance*
high school student, not homebound	attendance*

\* when attendance is the basis for ADA, any submitted absences will be used for statistical purposes only

*Note that if ADE receives neither absence nor attendance for a student, SAIS will assume that instructional time is being reported with absences; in other words, the student will be assessed as having perfect attendance. Exception: If instructional time is required by statute to be reported to ADE using attendance, such as for a homebound.*

### EXAMPLES

The following examples illustrate the impact of this rule.

**Example 1.** An elementary school student attends school for one month, then becomes homebound for the remainder of the school year). ADA for the first part of the year (until the date the Student Need of Homebound takes effect) is based on absence. ADA for the second part of the year, beginning the date the Student Need of Homebound started, is based on attendance, even if absences are submitted as well.

**Example 2.** A high school student attends regular school for the entire year, missing about ten days due to various reasons. The school submitted his first week (no days absent) using the Student Attendance transaction. The school changes their mind, deciding to submit absences instead, and over the ensuing year they submit the ten days of absence. ADA for this student will be calculated solely using attendance. *This means that for an entire year, this student will look as though he were absent for 165 of the 175 days.*

**NOTE:** For all conditions in which attendance is a valid method of submitting school participation, if attendance is ever submitted for a period of time during that membership, attendance must continue to be submitted for the entire that condition exists, or SAIS will calculate it to be zero for all unreported days.

The following structure describes the elements in the Student Attendance transaction.

field name	abbreviated name	length	data type	description
Transaction ID	TRANSID	3	I	ID value = 017
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS, but will be sent back to the submitter with any system-generated error or warning message
Operation Code	OPRCD	1	S	A = Add a new attendance C = Change an existing attendance D = Delete an existing attendance
Entity ID	ENTITYID	9	S	School identifier; CTDS code
School Student ID	SCHLSTUID	12	S	School-generated student identifier
Student ID	STUDENTID	10	I	ADE-generated student identifier
Track Number	TRACK	4	I	For schools or districts with multiple tracks, identifies the track to which this membership applies. (If the school does not have its own calendar, it will use the district's calendar.)
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration
Attendance Start Date	ATTSTARTDT	10	D	The date this reported attendance period started
Attendance End Date	ATTENDDT	10	D	The date this reported attendance period ended
Attendance Minutes	ATTMIN	5	I	The amount of time, in minutes, that the student received instruction during the reported attendance period

## CHANGING ELEMENTS

See the section **How to Change Specific SAIS Elements** at the end of this document for instructions on which transaction should be used to change particular data elements.

The following elements will be changed if supplied with an "add", a "change", and a "delete" operation.

- Attendance End Date
- Attendance Minutes

## ELEMENT OPTIONALITY

This table defines whether each element is required or optional depending on Operation Code.

*Note: When conditions state that a change will be made on SAIS, any changeable field on the submitted transaction that does not contain a value — rather, it contains nulls or spaces — will replace the value on SAIS with nulls.*

R: the element is required

X: the element will be ignored

{blank}: the element is optional; a valid value will be captured in SAIS

**Table 14 Attendance Transaction Element Optionality**

<i>element</i>	<i>add</i>	<i>change</i>	<i>delete</i>
Transaction ID	R	R	R
Vendor Defined Field	X	X	X
Operation Code	R	R	R
Entity ID	R	R	R
School Student ID	X	X	X
Student ID	R	R	R
Track Number	R	R	R
First Name on Legal Document	X	X	X
Middle Name on Legal Document	X	X	X
Last Name on Legal Document	X	X	X
Attendance Start Date	R	R	R
Attendance End Date	R	1	X
Attendance Minutes*	R	1	X

<sup>1</sup> At least one of these elements must be different from SAIS for this to be a valid "change".  
 \* NOTE: Attendance Minutes does not have predefined code values (by contrast, Absence Amount may only be stated in quarters, with a maximum of one whole day). 0 (zero) is a valid Attendance Minutes value.

**Note on System Message Numbers:** As stated at the beginning of this document in the **General Requirements** chapter, the system messages defined in this document have been changed. A full description of the error message meaning and values may be found in the **Transaction Requirements: System Messages** document.

## 017.1 STEP 1: VERIFICATION

Perform every step in Verification, even if errors are encountered. Report all errors.

### 017.1.1 ALLOWED DATA FORMAT

Perform the same verification as for **Student Enrollment**, **001.1.1 Allowed data format**.

### 017.1.2 ALLOWED CODE VALUES

Using Operation Code only and referring to **Table 14 Attendance Transaction Element Optionality**,  
 Perform the same verification as for **Student Enrollment**, **001.1.2 Allowed code values**.

### 017.1.3 OPERATION CODE

If Operation Code **not** A (add) or C (change) or D (delete), then:  
 Report the discrepancy as: **ERROR:** system-message -9000.

**Solution:** Resubmit this transaction with the correct Operation Code.

### 017.1.4 MISSING FIELDS

Using **Table 14 Attendance Transaction Element Optionality**,  
 Perform the same verification as for **Student Enrollment**, **001.1.4 Missing fields**.

### 017.1.5 DATE ORDER

Attendance Start Date is > Attendance End Date.

Report the discrepancy as: **ERROR:** system-message -12004.

**Solution:** Resubmit this transaction with dates corrected.

## 017.2 STEP 2: VALIDATION

Perform these edits. After successful completion of each of the following edits (no FATAL or ERROR severity levels) and unless stated otherwise in the following sections, proceed to **017.3 Step 3: SAIS Database Update** to update the SAIS database appropriately.

For validation, take into consideration whether the element is required or optional, based on the submitted value for Operation Code. This information is in **Table 14 Attendance Transaction Element Optionality**.

### 017.2.1 ENTITY / LEA

Don't go beyond this point if the LEA does not exist in the system.

If the **Entity ID** not found in the SAIS database, then:

Report the discrepancy as: **ERROR:** system-message -9017.

**Solution:** Resubmit this transaction including the correct Entity ID information.

### 017.2.2 FIND THE MEMBERSHIP

Using Attendance Start Date instead of Absence Date, perform the validation defined in **Student Absence; 004.2.2 Find the membership**.

A school membership must be found for this student at this LEA where the attendance dates reported in the transaction are included within the student's membership time span.

If SdSchoolMemberships for this (Entity ID + Student ID + Track Number) fitting the attendance period (the membership's First Day of Membership is ≤ Attendance Start Date) is **not** found in the Student database then:  
*no original membership or readmission was found for this student at this LEA that maps completely within these attendance dates.*

Report the discrepancy as: **ERROR:** system-message -12016.

**Solution:** There are two possible solutions, depending on the situation.

- If the key fields on the transaction are all correct, submit the **Student Enrollment** or **Student Readmission** to create the required condition on SAIS to precede this withdrawal. Then resubmit this transaction.
- If one or more of the key fields on the transaction are incorrect, resubmit this transaction with the correct information.

Else, for this (Entity ID + Student ID )

(If Attendance End Date ≤ Withdrawal Date {if it exists} or if Withdrawal Date does not exist) is **not** found in the Student database, then:

*the student withdrew from this membership before the attendance period started, so attendance is inappropriate*

report the discrepancy as: **ERROR:** system-message -12005.

**Solution:** If all dates are correct, there is no solution required. If the existing withdrawal was sent in error (the date was wrong), it must be deleted and this **Student Attendance** resubmitted.

Else, if the membership **is** found and there is **no** accompanying withdrawal occurring before the end of the reported attendance period, continue.

*A Grade membership must be found for this student at this LEA where the attendance dates reported in the transaction are included within the student's membership time span.*

If SdGradeMemberships for this (Entity ID + Student ID + Track Number) fitting the attendance period (the membership's First Day of Membership is ≤ Attendance Start Date ) is **not** found in the Student database then:

*no original grade membership was found for this student at this LEA that maps completely within these attendance dates.*

Report the discrepancy as: **ERROR:** system-message -12020.

**Solution:** There are two possible solutions, depending on the situation.

- If the key fields on the transaction are all correct, submit the **Student Enrollment** or **Student Readmission** to create the required condition on SAIS to precede this withdrawal. Then resubmit this transaction.
- If one or more of the key fields on the transaction are incorrect, resubmit this transaction with the correct information.

Else, if the membership **is** found and there is **no** accompanying withdrawal occurring before the end of the reported attendance period, continue.

*this is the correct School and Grade membership and it was active for the reported attendance period*

Continue processing.

### 017.2.3 VALIDATE ELIGIBLE ATTENDANCE METHOD

*The only students whose attendance is eligible to be reported using the Student Attendance transaction are those whose attendance is stated in those terms in Arizona statute:*

- *disabled preschool students*
- *homebound students*
- *high school students.*

*The processing from this paragraph has been moved to the following paragraph.*

## 017.2.4 VALIDATE TIME PERIODS REPORTED IN ADD TRANSACTIONS

*Where a SPED Need or Service Participation is relevant to the attendance method of reporting (homebound and preschool, respectively), the SPED Start Date should have no impact on acceptance of the attendance transaction. In other words, attendance reported for a preschooler should not be rejected if the attendance period dates fall outside of the SPED Service Participation dates. This situation would be addressed in the funding process, where SAIS would fund only for the days when the student is receiving a SPED service.*

Perform the following paragraphs depending upon the conditional statements that apply.

*Check to see if the student was reported as Homebound during this period of time*

Get all SdStudentNeeds where NeedID = homebound associated with this SdStudents for the Attendance Start Date.

If one or more Needs of "homebound" is found, then continue.

In SdStudentNeeds table, If Need Entry Date ≤ Attendance Start Date AND (If Need Exit Date ≥ Attendance End Date or if Need Exit Date does not exist)

Then:

*the Homebound need, during this attendance period of time, exists on the database*

continue

Else:

Report the discrepancy as: **ERROR:** system message -12007.

**Solution:** Resubmit this transaction with Attendance dates that are valid.

For all other students:

Get the Calendar ID associated with (EntityID + FiscalYear + TrackNumber {if it exists}) for this SdStudent SchoolMembership and for this Calendar ID enter the Calendar Date Table to determine all days where school attendance is scheduled during the school year.

Continue processing,

For the following processes related to overlap and gap in the attendance reporting, Attendance Start Date and Attendance End Date with modifiers representing order of transactions will be used to express the relationships. The descriptor "Attendance" will be stripped off these expressions for clarity. These are defined below:

Start Date ( $TR_n$ ) = Latest Attendance Start Date already entered in the SAIS database with transaction n

End Date ( $TR_n$ ) = Latest Attendance End Date already entered in the SAIS database with transaction n.

Start Date ( $TR_{n+1}$ ) = Attendance Start Date in the current transaction (transaction n+1)

(Start Date ( $TR_{n+1}$ ) - 1) = Previous valid calendar day from the Attendance Start Date in the current transaction (transaction n+1), based on the school calendar.

## 017.2.4.1 FIRST ATTENDANCE TRANSACTION

If Start Date ( $TR_{n+1}$ ) > First Day of Membership for this SdStudent SchoolMembership and no previous Start Date ( $TR_n$ ) has been reported

*There is a gap between the attendance reported in the current transaction and the First Day of Membership.*

Report the discrepancy as: **ERROR:** system message 150.-12009

Else,

If Start Date ( $TR_{n+1}$ ) = First Day of Membership for this SdStudent SchoolMembership.

*This attendance transaction is the first for this SdStudent SchoolMembership.*

Go to 017.2A Add operation.

## 017.2.4.2 TRANSACTION OVERLAP PROCESSING

Else,

If End Date ( $TR_n$ )  $\geq$  Start Date ( $TR_{n+1}$ )

*There is an overlap between the current transaction and the previous transaction.*

Report the discrepancy as: **ERROR:** system message -12010.

**Solution:** There are two possible solutions either resubmit the transaction with the Attendance Start Date corrected to prevent the overlap and Correct the Attendance Minutes accordingly or submit a change transaction to correct the previous Attendance End Date and Attendance Minutes to prevent an overlap and resubmit the current transaction.

<i>data</i>	<i>1st</i> <i>10</i> <i>Sch</i> <i>Days</i>	<i>2nd</i> <i>10</i> <i>Sch</i> <i>Days</i>	<i>3rd</i> <i>10</i> <i>Sch</i> <i>Days</i>	<i>4th</i> <i>10</i> <i>Sch</i> <i>Days</i>	<i>5th</i> <i>10</i> <i>Sch</i> <i>Days</i>	<i>6th</i> <i>10</i> <i>Sch</i> <i>Days</i>	<i>disposition</i>
need data already on SAIS							
Previously rptd addendance							
attendance transaction (add)							Invalid add transaction

## 017.2.4.3 CHECKING FOR GAP IN TRANSACTION PROCESSING BEFORE ADDING TO DATABASE

Else,

If End Date ( $TR_n$ ) < (Start Date ( $TR_{n+1}$ ) - 1)\*

*There is a gap between the attendance reported in the current transaction and the previous transaction.*

Report the discrepancy as: **ERROR:** system message -12009.

*\* Note: This means that the program logic must compare each day between the End Date ( $TR_n$ ) and the Start Date ( $TR_{n+1}$ ) to the school calendar and if any of these days are valid attendance days, declare that a gap in attendance transaction processing exists.*

**Solution:** If the gap was caused by the previous transaction being lost, resubmit the previous transmission and then resubmit the current transaction. Otherwise there are two possible solutions, either resubmit the transaction with the Attendance Start Date corrected to prevent the gap and Correct the Attendance Minutes accordingly or submit a change transaction to correct the previous Attendance End Date and Attendance Minutes to prevent a gap and resubmit the current transaction.

<i>data</i>	<i>1st</i> 10 <i>Sch</i> <i>Days</i>	<i>2nd</i> 10 <i>Sch</i> <i>Days</i>	<i>3rd</i> 10 <i>Sch</i> <i>Days</i>	<i>4th</i> 10 <i>Sch</i> <i>Days</i>	<i>5th</i> 10 <i>Sch</i> <i>Days</i>	<i>6th</i> 10 <i>Sch</i> <i>Days</i>	<i>disposition</i>
need data already on SAIS							
Previously rptd addendence							
attendance transaction (add)							Invalid add transaction

## 017.2.4.4 CONTIGUOUS TRANSACTION PROCESSING BEFORE ADDING TO DATABASE

Else,

If SdStudent School AttendanceEndDate = (Previous valid attendance date before the Attendance Start Date based on the school calendar) then

If End Date ( $TR_n$ ) = (Start Date ( $TR_{n+1}$ ) - 1)

*There is no gap between the attendance reported in the current transaction and the previous transaction.*

Go to 017.2.4.5 Validation of the 40<sup>th</sup> and 100<sup>th</sup> Day Transactions.

<i>data</i>	<i>1st</i> 10 <i>Sch</i> <i>Days</i>	<i>2nd</i> 10 <i>Sch</i> <i>Days</i>	<i>3rd</i> 10 <i>Sch</i> <i>Days</i>	<i>4th*</i> 10 <i>Sch</i> <i>Days</i>	<i>5th</i> 10 <i>Sch</i> <i>Days</i>	<i>6th</i> 10 <i>Sch</i> <i>Days</i>	<i>disposition</i>
need data already on SAIS							
Previously rptd addendence							
attendance transaction (add)							Valid add transaction

#### 017.2.4.5 VALIDATION OF THE 40<sup>TH</sup> AND 100<sup>TH</sup> DAY TRANSACTIONS

If Attendance Start Date > 40<sup>th</sup> school day based on school calendar but < 100<sup>th</sup> school day based on school calendar and,  
No SdStudent SchoolAttendanceEndDate found to be equal to the 40<sup>th</sup> school day based on school calendar.

Report the discrepancy as: **ERROR:** system message -12011.

**Solution:** Send a change message to correct the previous attendance transaction to have an Attendance End Date = 40<sup>th</sup> school day and resubmit this add transaction to start with an Attendance Start Date = Next valid school day after the 40<sup>th</sup> school day based on the school calendar. Correct the Attendance Minutes reported in the change and add transactions accordingly.

Else,

If Attendance Start Date > 100<sup>th</sup> school day based on school calendar  
and,

No SdStudent SchoolAttendanceEndDate found to be equal to the 100<sup>th</sup> school day based on school calendar.

Report the discrepancy as: **ERROR:** system message -12012.

Stop processing.

**Solution:** Send a change message to correct the previous attendance transaction to have an Attendance End Date = 100<sup>th</sup> school day and resubmit this add transaction to start with an Attendance Start Date = Next valid school day after the 100<sup>th</sup> school day based on the school calendar. Correct the Attendance Minutes reported in the change and add transactions accordingly.

#### 017.2.5 VALIDATE TIME PERIODS REPORTED IN CHANGE TRANSACTIONS

If matching SdStudent SchoolAttendanceStartDate for the reported Attendance Start Date not found.

Report the discrepancy as: **ERROR:** system message -12013.

**Solution:** If the SchoolAttendanceStartDate is incorrect on the change transaction correct and resubmit the transaction

Else,

For any SdStudent SchoolAttendanceStartDate = Attendance Start Date

If next contiguous SdStudent SchoolAttendanceStartDate does not exist or only Attendance Minutes are being changed,

*The change transaction Attendance Start Date is valid.*

Go to 017.2C Change Operation.

<i>data</i>	<i>1st</i> <i>10</i> <i>Sch</i> <i>Days</i>	<i>2nd</i> <i>10</i> <i>Sch</i> <i>Days</i>	<i>3rd</i> <i>10</i> <i>Sch</i> <i>Days</i>	<i>4th*</i> <i>10</i> <i>Sch</i> <i>Days</i>	<i>5th</i> <i>10</i> <i>Sch</i> <i>Days</i>	<i>6th</i> <i>10</i> <i>Sch</i> <i>Days</i>	<i>disposition</i>
need data already on SAIS							
Previously rptd attendance							
attendance transaction (chg)							Invalid change transaction

#### 017.2.6 OPERATION CODE

*From here on, Validation relies on the Operation Code. Perform one of the remaining sub-steps, depending upon the value of Operation Code.*

If Operation Code = A (add), then:

Perform **017.2A Add operation**.

If Operation Code = C (change), then:

Perform **017.2C Change operation**.

If Operation Code = D (delete), then:

Perform **017.2D Delete operation**.

### 017.2A Add operation

*The "add" operation will associate the new attendance to the existing membership.*

#### 017.2A.1 STUDENT IDENTIFIERS

Perform the same validation as for **Student Readmission**, **002.2A.2 Student identifiers**.

#### 017.2A.2 UPDATE ATTENDANCE ELEMENTS

Set SdStudent SchoolAttendanceStartDate from Attendance Start Date.

Set SdStudent SchoolAttendanceEndDate from Attendance End Date.

Set SdStudent SchoolAttendanceMinutes from Attendance Minutes.

## 017.2C Change operation

### 017.2C.1 UPDATE ATTENDANCE ELEMENTS

For each changeable element on the submitted transaction,

Compare submitted value to existing SAIS value

If the {submitted element} is different from the {SAIS element}:

Set {the SAIS element} from {the submitted element value}.

Report the action as: **INFORMATION:** system-message -412001 (if SAIS is doing positive reporting).

If no transaction elements were different from SAIS elements,

Report the discrepancy as: **WARNING:** system-message -212002.

**Solution:** None. SAIS will not be updated.

DO NOT UPDATE THE SAIS DATABASE.

## 017.2D Delete operation

*The "delete" operation will remove the attendance from the existing membership.*

*As shown in Table 14 Attendance Transaction Element Optionality, all but the required elements for the delete operation will be ignored.*

Retrieve the row from the SdAttendances table that matches the key elements in the submitted transaction.

If this SdAttendances does **not** exist in the database,

Report the discrepancy as: **ERROR:** system-message -12018.

**Solution:** If one or more submitted key fields are wrong, fix those fields and resubmit the transaction.

*DO NOT CONTINUE.*

If there is no **ERROR** above, then:

proceed to **017.3 Step 3: SAIS Database Update**

Else

DO NOT CONTINUE.

**017.3 STEP 3: SAIS DATABASE UPDATE**

If any verification or validation edit failed with severity level of **ERROR**,  
DO NOT PERFORM THIS STEP.

For each of the following database "write" or "delete" actions:

Set the timestamp, user, and status elements (CreatedUser, CreatedDtm, and Status) appropriately.

For each of the following database "write" or "delete" actions that **is** successful:

Issue an informational message (if positive reporting is being done).

For each of the following database "write" or "delete" actions that is **not** successful:

SAIS will log a transaction activity status on the submission results of: Message 7, "Record failed due to SAIS internal errors, but will be retried."

Additionally, SAIS will log a file activity status of: Message 11, "File processed but contains transactions that will be retried."

**Solution:** SAIS will retry the transaction.

*The row in the SdAttendances table that matches the key elements in the submitted transaction was retrieved earlier.*

If Operation Code = A (add), then:

Perform **017.3A Add attendance**.

Else, if Operation Code = C (change), then:

Perform **017.3C Change attendance**.

Else, if Operation Code = D (delete), then:

Perform **017.3D Delete attendance**.

**017.3A Add attendance**

Write (update) existing row of SdAttendances table in SAIS Student database.

If the database "write" action was **not** successful  
DO NOT CONTINUE.

**017.3C Change attendance**

Write (update) existing row of SdAttendances table in SAIS Student database.

If the database "write" action was **not** successful  
DO NOT CONTINUE.

**017.3D Delete attendance**

Write (update) existing row of SdAttendances table in SAIS Student database.

If the write was **not** successful then  
DO NOT CONTINUE.

## STUDENT SUMMER WITHDRAWAL

*The first year that districts are required to begin submitting Student Summer Withdrawal transactions will be for those students who summer withdraw in summer 2002. SAIS will show these summer withdrawals on the Year End Enrollment report for Fiscal Year 2002-2003.*

*For Year End Enrollment reports in Fiscal Year 2001-2002 and earlier, SAIS will continue to accept manual summer withdrawal counts from the districts via DelRep.*

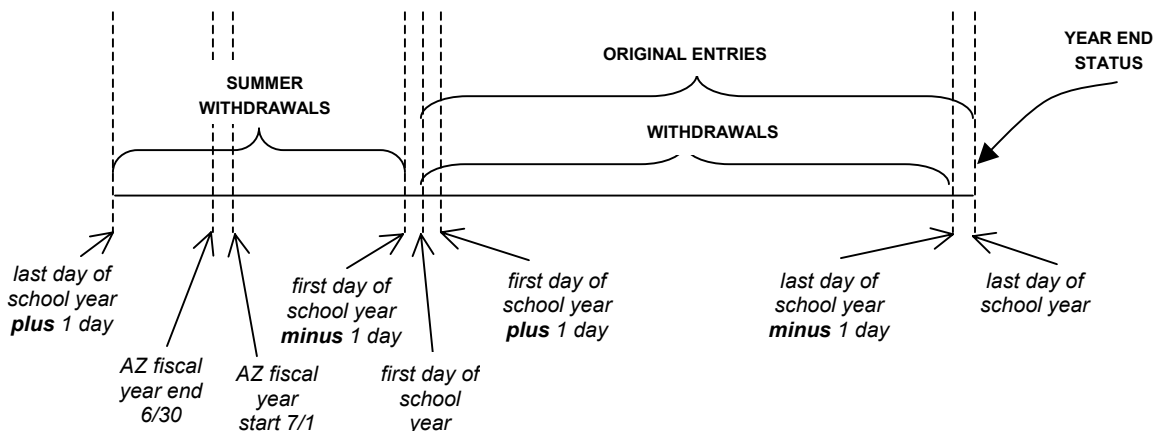
The **Student Summer Withdrawal** transaction relates only to the student who is in membership through the scheduled last day of school but does not return to school, at least not where and when expected. The following students are expected to start membership in a new school year:

- **Group 1: Returning students.** Each student who is still in membership at the end of the school year in any grade other than the highest grade offered by that school, is expected to continue membership in the same school the next school year. (Note: The student's academic status at the end of the previous year – promoted, retained, etc. – is irrelevant to determining if a student is a "returning student.")
- **Group 2: New students from feeder schools.** Each student who is still in membership at the end of the school year in the highest grade offered by that school, is expected to begin membership for the next school year at the LEA for which that school is a feeder. For example, a child attending an elementary school that serves kindergarten through eighth grade and who is promoted at the end of the year, is expected to begin the next year at the high school that has agreed to accept this school's graduates.

If one of these children fails to start membership in school in the new school year as expected, this is reported to SAIS with the **Student Summer Withdrawal** transaction. The Summer Withdrawal Activity Code classifies activity (1) that affects membership, and (2) that took place after the scheduled last day of school but before the beginning of the next school year. The valid Summer Withdrawal Activity Codes can be found in **Table 16 Summer Withdrawal Activity Codes**.

### TIMELINE OF SUMMER WITHDRAWALS

The following timeline depicts summer withdrawals in relation to the fiscal year, to the school year, and to other entry and withdrawal activities.



**RELATIONSHIP OF SUMMER WITHDRAWAL TO YEAR END STATUS**

Logically, since a student may only have a summer withdrawal if he finished the prior school year at the scheduled year-end, the existence of a Summer Withdrawal Activity Code implies existence of a Year End Status Code for the prior year.

By the same reasoning, a student having a summer withdrawal should not have a regular Withdrawal Code, because that means the student did NOT finish the prior school year at the scheduled year end.

SAIS will not enforce these rules at this time. Districts and vendors will be notified when this validation is planned to be added to the Integrity Checking Process for a future release of SAIS.

**SUMMER WITHDRAWAL VS. SUMMER SCHOOL**

Summer withdrawal has nothing to do with summer school. It relates to activities that occur during the summer break, and that result in the student's not starting membership as expected in school at the beginning of the next school year.

**FREQUENTLY ASKED QUESTIONS REGARDING SUMMER WITHDRAWAL**

Following are frequently asked questions regarding how summer withdrawals are assigned to a student.

Q1. **Reporting School.** To which school is the summer withdrawal attributed?

A. The school that *should have* received the student in the new school year reports the summer withdrawal.

Q2. **Date:** What date should be used on the transaction?

A. The summer withdrawal date is the date on which the withdrawal activity occurred. For those dates that are uncertain, e.g., no-shows, the school should identify the activity date as near as possible. The summer withdrawal date must be at least one day before the first day of the new school year. It should also be at least one day after the last day of the previous school year at the "sending" school, but this validation will not be done: in cases where two schools are involved, the receiving school might not have the same calendar as the sending school.

Note: **Student Summer Withdrawal** is the only transaction that will allow activities that occur in one fiscal year to be counted in another fiscal year. For example, summer withdrawals that occur after the end of school for FY 2001-2002, but before July 1<sup>st</sup> of 2002, will be reported with the data for FY 2002-2003, as illustrated in the diagram in section **Timeline of Summer Withdrawals** earlier in this chapter.

Q3. **Grade:** To what grade should the summer withdrawal be attributed?

A. The grade this summer withdrawal should be attributed to is the student's intended grade for the new school year at this school. "Intended grade" is the grade that the school would have placed the student in had he begun membership in the new year.

Q4. **School Year:** To which school year will ADE attribute the summer withdrawal for the Year End Enrollment report?

A. The summer withdrawal will be attributed to the school year immediately following the summer break containing the reported Summer Withdrawal Date.

Q5. **Due Date:** What is the due date for this information to ADE?

A. No later than May 31<sup>st</sup>, to allow for enough time for submitters to correct errors.

**TRANSACTION ELEMENTS**

The following structure describes the elements in this transaction.

field name	abbreviated name	length	data type	description
Transaction ID	TRANSID	3	I	ID value = 018
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS, but will be sent back to the submitter with any system-generated error or warning message
Operation Code	OPRCD	1	S	A = Add a new Summer Withdrawal C = Change an existing Summer Withdrawal Activity Code, Grade Level Code or School Attended End of Previous Year D = Delete an existing Summer Withdrawal
Entity ID	ENTITYID	9	S	School identifier; CTDS code
School Student ID	SCHLSTUID	12	S	School-generated student identifier
Student ID	STUDENTID	10	I	ADE-generated student identifier
Summer Withdrawal Date	SUMWDDATE	10	D	The date during the summer break that the student's summer withdrawal occurred.
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration
Summer Withdrawal Activity Code	ACTVCD	3	C	Type of withdrawal activity that occurred during the summer break <i>See Code Values – Activity (Summer Withdrawal Activity only)</i>
Grade Level Code	GDLVLCD	3	C	The grade to which the student would have been assigned in the new school year, had he begun membership as expected. <i>See Code Values – Grade</i>
School Attended End of Previous Year	PREVENTITYID	9	S	School identifier of the school where this student attended at the end of the previous school year; CTDS code <i>This element is especially relevant for summer withdrawal students who attended a feeder school or any school that is not the school reporting the summer withdrawal (e.g., for a promoted 8<sup>th</sup> grader who is summer withdrawing from high school, this element would have reflect the ENTITYID of the school where he attended 8<sup>th</sup> grade).</i>

## CHANGING ELEMENTS

See the section **How to Change Specific SAIS Elements** at the end of this document for instructions on which transaction should be used to change particular data elements.

The following elements may be changed using this transaction with a "change" operation.

- Summer Withdrawal Activity Code
- Grade Level Code
- School Attended End of Previous Year

## ELEMENT OPTIONALITY

This table defines whether each element is required or optional depending on Operation Code.

*Note: When conditions state that a change will be made on SAIS, any changeable field on the submitted transaction that does not contain a value — rather, it contains nulls or spaces — will replace the value on SAIS with nulls.*

R: the element is required

X: the element will be ignored

{blank}: the element is optional; a valid value will be captured in SAIS

**Table 15 Summer Withdrawal Transaction Element Optionality**

<i>element</i>	<i>add</i>	<i>change</i>	<i>delete</i>
Transaction ID	R	R	R
Vendor Defined Field	X	X	X
Operation Code	R	R	R
Entity ID	R	R	R
School Student ID	X	X	X
Student ID	R	R	R
Summer Withdrawal Date	R	R	R
First Name on Legal Document	X	X	X
Middle Name on Legal Document	X	X	X
Last Name on Legal Document	X	X	X
Summer Withdrawal Activity Code	R	1	X
Grade Level Code	R	1	X
School Attended End of Previous Year	R	1	X

<sup>1</sup> This element is required. One or all of these elements must be different from SAIS for a valid change operation.

**SUMMER WITHDRAWAL ACTIVITY CODES****Table 16 Summer Withdrawal Activity Codes**

*The following table lists the Summer Withdrawal Activity Codes. It is provided for illustrative purposes only: the values presented here are current as of August 2001, but may not be up to date when the reader accesses this version. For the most current values, see the section **Activity Code** in the **Transaction Code Values** document. As stated earlier, Summer Withdrawal Activity Codes refer not to summer school but to activities that occur during the summer break.*

<i>code</i>	<i>short description</i>	<i>long description</i>
S1	Summer transfer: out of this school district	Student transferred to another school out of this school district during the summer.
S2	Summer illness	Student will not be returning to school due to chronic illness during the summer. (same criteria as W2)
S3	Summer expulsion	Student will not be returning to school due to expulsion during the summer. (same criteria as W3)
S4	Summer unexcused absence or status unknown	Students who are in membership at the end of the prior school year but fail to show at any time during the next school year and whose status or location is unknown to the school or school district.
S5	Summer dropout	Student dropped out during the summer. (same criteria as W5)
S6	Summer not of school age	Student is not of school age during the summer. (same criteria as W6)
S7	Summer early graduation	Student met course of study requirements and received a passing score on the AIMS test. (same criteria as W7)
S8	Summer deceased	Student died during the summer. (same criteria as W8)
S9	Summer transfer: home taught	Student became home taught during the summer. (same criteria as W9)
S10	Summer transfer: detention	Withdrawn because student was transferred to a state detention or correctional facility during the summer. (same criteria as W10)
S11	Summer GED	Student withdrew to receive a GED certificate during the summer. (same criteria as W11)
S12	Summer transfer: vocational school	Student withdrew to attend a vocational school during the summer. (same criteria as W12)
S13	Summer completer	Student met course study requirements during the summer but DID NOT receive a passing score on the AIMS test. (same criteria as W11)
S99	Summer transfer: to another school in the same district	Student transferred to another school within this district during the summer. NOTE: This element is provided for districts' convenience. Some districts do not distinguish students who move among schools belonging to the district itself.

**Note on System Message Numbers:** As stated at the beginning of this document in the **General Requirements** chapter, the system messages defined in this document have been changed. A full description of the error message meaning and values may be found in the **Transaction Requirements: System Messages** document.

## 018.1 STEP 1: VERIFICATION

Perform every step in Verification, even if errors are encountered. Report all errors.

### 018.1.1 ALLOWED DATA FORMAT

Perform the same verification as for **Student Enrollment**, **001.1.1 Allowed data format**.

### 018.1.2 ALLOWED CODE VALUES

Using Operation Code only and referring to **Table 15 Summer Withdrawal Transaction Element Optionality**,  
Perform the same verification as for **Student Enrollment**, **001.1.2 Allowed code values**.

### 018.1.3 OPERATION CODE

If Operation Code **not** A (add) or C (change) or D (delete), then:  
Report the discrepancy as: **ERROR:** system-message -9000.

**Solution:** Resubmit this transaction with the correct Operation Code.

### 018.1.4 MISSING FIELDS

Using **Table 15 Summer Withdrawal Transaction Element Optionality**,  
Perform the same verification as for **Student Enrollment**, **001.1.4 Missing fields**.

## 018.2 STEP 2: VALIDATION

*Perform these edits. After successful completion of each of the following edits (no FATAL or ERROR severity levels) and unless stated otherwise in the following sections, proceed to **018.3 Step 3: SAIS Database Update** to update the SAIS database appropriately.*

*For validation, take into consideration whether the element is required or optional, based on the submitted value for Operation Code. This information is in **Table 15 Summer Withdrawal Transaction Element Optionality**.*

### 018.2.1 ENTITY / LEA

*Don't go beyond this point if either LEA (Entity ID or School Attended End of Previous Year) does not exist in the system.*

If the Entity ID **not** found in the SAIS database, then:  
Report the discrepancy as: **ERROR:** system-message -9017.

**Solution:** Resubmit this transaction including the correct Entity ID information.

If the School Attended End of Previous Year **not** found in the SAIS database, then:  
Report the discrepancy as: **ERROR:** system-message -9017.

**Solution:** Resubmit this transaction including the correct School Attended End of Previous Year information.

## 018.2.2 STUDENT IDENTIFIERS

This validation is similar to that for **Student Readmission**, **002.2A.2 Student identifiers**, except for explanatory notes and the listed solutions.

Once all public schools in Arizona are on SAIS, for all summer withdrawals, the student should already be on the SAIS database. In other words, each student eligible to be counted as a summer withdrawal must have already been in the Arizona school system. Therefore, the student's SAIS-generated student identifier (StudentID) should already exist on SAIS. However, until all public schools in Arizona are on SAIS, it will be possible for a school to encounter a summer withdrawal student who is legitimately not on the SAIS student database yet. Summer Withdrawal transactions are required for these students, but a SAIS ID would have to be created for the student and his demographic data would have to be added to SAIS first with a **Student Personal Information** transaction with an "add" operation. Then this **Student Summer Withdrawal** transaction would be submitted.

If the SAIS-generated student identifier does not already exist on SAIS, yet the school listed as the School Attended End of Previous Year as a whole did submit student-level data to SAIS in that fiscal year, this implies one of two things:

- This student was not reported last year as he should have been by the previous school. In this case a **Student Enrollment** and all its associated activities must be submitted to SAIS. Then this **Student Summer Withdrawal** transaction would be submitted.
- This student was not in membership last year at the School Attended End of Previous Year. In this case the student would not be eligible for a summer withdrawal, and this transaction will be rejected.

Set the temporary element **Fiscal Year** for use throughout the remaining validations.

Set **Fiscal Year** to the fiscal year implied by the Summer Withdrawal Date.

*Keep in mind that the complete set of Summer Withdrawals reported for a single district for a single fiscal year may occur over a period of time that spans two fiscal years (see the diagram in section **Timeline of Summer Withdrawals** earlier in this chapter)*

Identify the school year immediately following the reported Summer Withdrawal Date.

Determine the **Fiscal Year** of that school year.

Get the **most recent occurrence** of this Student ID in the SdStudents table on the SAIS database.

If the ID **not** found in the SdStudents table then:

If the previous school (School Attended End of Previous Year) did NOT submit student-level data to SAIS for **Fiscal Year**,

*this school was still submitting aggregated counts at that time; there will not be a record of this student on SAIS; the school reporting the summer withdrawal must create the student on SAIS*

Report the discrepancy as: **ERROR:** system-message -32012.

**Solution:** Create the student on SAIS by submitting the **Student Personal Information** transaction, with an **Add** Operation Code, and then resubmit this **Student Summer Withdrawal** transaction.

Else, if the previous school (School Attended End of Previous Year) DID submit student-level data to SAIS for **Fiscal Year**,

Report the discrepancy as: **ERROR:** system-message -9010.

**Solution:** The solution depends on the situation.

- If one of the key fields on the transaction is incorrect, resubmit this **Student Summer Withdrawal** transaction with the correct information.
- If the student was NOT previously in the Arizona public school system, do nothing. This child is not eligible for a summer withdrawal.
- If the student WAS previously in the Arizona public school system in the previous **Fiscal Year**, the membership is missing. Submit a **Student Enrollment** and related transactions, then resubmit this **Student Summer Withdrawal** transaction.

### 018.2.3 OPERATION CODE

*From here on, Validation relies on the Operation Code. Perform one of the remaining sub-steps, depending upon the value of Operation Code.*

If Operation Code = A (add), then:

Perform **018.2A Add operation**.

If Operation Code = C (change), then:

Perform **018.2C Change operation**.

If Operation Code = D (delete), then:

Perform **018.2D Delete operation**.

## 018.2A Add operation

*The "add" operation will add the Summer Withdrawal to the existing student.*

### 018.2A.1 SUMMER WITHDRAWAL ACTIVITY CODE

If Summer Withdrawal Activity Code is **not** a value relevant to summer (see the Activity Codes starting with an "S" in the **Transaction Requirements Code Values** document), then:

Report the discrepancy as: **ERROR:** system-message -32003.

**Solution:** Resubmit this transaction including the correct Summer Withdrawal Activity Code.

If this edit ended successfully (no severity level of ERROR), then set the following elements:

Set SdStudentSummerWithdrawal RefActivityID from Summer Withdrawal Activity Code.

### 018.2A.2 MULTIPLE SUMMER WITHDRAWALS FOR A MEMBERSHIP

There may only be one Summer Withdrawal for a student at a school. At transaction time, SAIS will merely validate that only one Summer Withdrawal exists for a membership.

If a SdStudentSummerWithdrawal **already** exists in the SAIS database,

Report the discrepancy as: **ERROR:** system-message -32005.

**Solution:** If the information on SAIS is incorrect, submit a Student Summer Withdrawal transaction with a CHANGE operation to correct the details.

## 018.2C Change operation

*The "change" operation will change the changeable fields for the existing summer withdrawal.*

### 018.2C.1 GET THE EXISTING SUMMER WITHDRAWAL

Retrieve the row from the SdStudentSummerWithdrawal table that matches the key elements in the submitted transaction (Student ID, Entity ID, Summer Withdrawal Date).

If the matching SdStudentSummerWithdrawal does **not** exist in the database,  
Report the discrepancy as: **ERROR:** system-message -32004.

**Solution:** There are two possible solutions, depending on the situation.

- If all submitted data on the transaction is correct, then resubmit this transaction with an ADD operation.
- If one or more of the key data fields on the transaction are incorrect, resubmit this transaction with the correct data.

DO NOT CONTINUE.

### 018.2C.2 COMPARE SUBMITTED VALUES

*Compare submitted changeable field values to existing SAIS values*

If the Summer Withdrawal Activity Code is different from the ACTVCD,  
Set ACTVCD from Summer Withdrawal Activity Code.

If the Grade Level Code is different from the GDLVLCD,  
Set GDLVLCD from Grade Level Code.

If the School Attended End of Previous Year is different from the PREVENTITYID ,  
Set PREVENTITYID from School Attended End of Previous Year.

If no transaction elements were different from SAIS elements,  
Report the discrepancy as: **WARNING:** system-message -209000.

**Solution:** None. SAIS will not be updated.

DO NOT UPDATE THE DATABASE.

## 018.2D Delete operation

*The "delete" operation will delete the Student Summer Withdrawal from the SAIS database.*

As shown in **Table 15 Summer Withdrawal Transaction Element Optionality**, all but the required elements for the delete operation will be ignored.

Perform **018.2C.1 Get the existing summer withdrawal**.

If there is no **ERROR** above, then:  
proceed to **018.3 Step 3: SAIS Database Update**

Else  
DO NOT CONTINUE.

**018.3 STEP 3: SAIS DATABASE UPDATE**

If any verification or validation edit failed with severity level of **ERROR**,  
DO NOT PERFORM THIS STEP.

For each of the following database "write" or "delete" actions:

Set the timestamp, user, and status elements (CreatedUser, CreatedDtm, and Status) appropriately.

For each of the following database "write" or "delete" actions that **is** successful:

Issue an informational message (if positive reporting is being done).

For each of the following database "write" or "delete" actions that is **not** successful:

SAIS will log a transaction activity status on the submission results of: Message 7, "Record failed due to SAIS internal errors, but will be retried."

Additionally, SAIS will log a file activity status of: Message 11, "File processed but contains transactions that will be retried."

**Solution:** SAIS will retry the transaction.

If Operation Code = A (add), then:

Perform **018.3A Add summer withdrawal**.

Else, if Operation Code = C (change), then:

Perform **018.3C Change summer withdrawal**.

Else, if Operation Code = D (delete), then:

Perform **018.3D Delete summer withdrawal**.

**018.3A Add summer withdrawal**

Write new row to SdStudentSummerWithdrawal table in SAIS Student database.

If the database "write" action was **not** successful

DO NOT CONTINUE.

**018.3C Change summer withdrawal**

*The row in the SdStudentSummerWithdrawal table that matches the key elements in the submitted transaction was retrieved earlier.*

Write updated existing row of SdStudentSummerWithdrawal table in SAIS Student database.

If the database "write" action was **not** successful

DO NOT CONTINUE.

**018.3D Delete summer withdrawal**

*The row in the SdStudentSummerWithdrawal table that matches the key elements in the submitted transaction was retrieved earlier.*

Delete the selected row of SdStudentSummerWithdrawal table from the SAIS Student database.

If the write was **not** successful then:

DO NOT CONTINUE.

## HOW TO CHANGE SPECIFIC SAIS ELEMENTS

"Change" operations – transactions with an Operation Code of "C" – will update data on the SAIS tables. Every element on the transaction must be submitted, but only those elements with values different from those already on SAIS will undergo the edits described in this document. The following general rules apply to "change" operations for all Student Database transactions except where explicitly noted otherwise.

- All elements on the transaction must be submitted, including empty fields for any optional elements that have no values. SAIS will compare the submitted values to those already on SAIS, and then update the elements that have changed.
- Which elements may be changed depends upon the transaction submitted. They are listed in the section for each transaction titled **Changing Elements**.
- Keys to a database row may not be altered with a "change" operation. The rows containing existing key information must be deleted from the database (by submitting a transaction with a "delete" operation and the old data) and the new key information re-added (by submitting a transaction with an "add" operation and the new data). If SAIS detects that the value for a key field on the "change" operation differs from the value already on SAIS, the transaction will be rejected.
- Start dates, signified by terms such as "start", "begin", "enter", "open", "effective", etc., may not be changed with a "change" operation. Start dates almost always form part of the key to a database row. These can only be changed using the method described above.
- End dates, signified by terms such as "end", "exit", "close", etc.) *usually* may be changed with a "change" operation. Usually, end dates are **not** part of the key to a database row.

As stated in the first bullet item above, every element on the transaction must be submitted. Elements that allow spaces or nulls (such as the student's middle name) may be "blanked out" on SAIS by submitting an empty field (submitting nothing between the "comma" field delimiters – no element delimiters, no values). An example follows.

These are the first 12 elements at the beginning of the Student Enrollment transaction.

<i>element</i>	<i>data type</i>	<i>value</i>
Transaction ID	I	001
Vendor Defined Field	S	anything
Operation Code	S	C
Entity ID	S	010201001
School Student ID	S	99-1-1-73294
Student ID	I	1234567890
First Day of Membership	D	1999/08/23
Track Number	I	1
Membership Type	C	M
First Name on Legal Document	S	Judy
Middle Name on Legal Document	S	
Last Name on Legal Document	S	Jetson
(continued)	...	...

Using the delimiters documented earlier in section **Delimiters & Data Types**, below is how the first 12 elements of this transaction would look.

001,"anything","C","010201001","99-1-1-73294",1234567890,#1999/08/23#,1,{M},"Judy",,"Jetson", ...

The following table lists the transaction(s) used to change each data element for the membership area.

<b>element</b>	<b>transaction to change</b>
Absence Amount	Student Absence "change" operation
Absence Date	Student Absence "delete" operation to erase existing data, then Student Absence "add" operation to add new data
Absence Reason Code	Student Absence "change" operation
Activity Code: Enrollment, Readmission, Withdrawal, Summer Withdrawal	see Enrollment Activity Code or Readmission Activity Code or Withdrawal Activity Code or Summer Withdrawal Code, respectively; "change" operation
Attendance End Date	Student Attendance "change" operation
Attendance Minutes	Student Attendance "change" operation
Attendance Start Date	Student Attendance "delete" operation to erase existing data, then Student Attendance "add" operation to add new data
Birth Date	Student Personal Information "change" operation
Capture Date	not applicable: cannot be changed (used in the Student Personal Information transaction)
Concurrent School Entity ID	cannot be changed: information not stored on SAIS
Concurrent School Student ID	cannot be changed: information not stored on SAIS
Country of Birth Code	Student Personal Information "change" operation
Enrollment Activity Code	Student Membership Change "change" operation
Entity ID	Reverse existing data <b>all transactions</b> submitted (all transactions are eligible) "delete" operation to erase existing data, Then resubmit <b>all transactions</b> with the correct Entity ID "add" operation to add new data
Ethnicity Code	Student Personal Information "change" operation
First Day of Membership	Student Enrollment "delete" operation to erase existing data, then Student Enrollment "add" operation to add new data
First Name on Legal Document	Student Personal Information "change" operation
Foreign Exchange Indicator	Student Personal Information "change" operation
FTE/Share End Date	Student FTE & Share "change" operation
FTE/Share Start Date	Student FTE & Share "delete" operation to erase existing data, then Student FTE & Share "add" operation to add new data
Funded District of Residence	<i>This element is the DOR associated with a membership. Do not confuse this element with the DOR associated with a Special Education service.</i>  To add a new DOR: Student District of Residence Transfer "add" operation To fix an incorrect DOR: Student District of Residence Transfer "delete" operation to erase existing data, then Student District of Residence Transfer "add" operation to add new data
Funded District of Residence End Date	Student District of Residence Transfer "change" operation
Funded District of Residence Start Date	Student District of Residence Transfer "delete" operation to erase existing data, then Student District of Residence Transfer "add" operation to add new data
Gender Code	Student Personal Information "change" operation
Grade Exit Code	Student Grade Transfer "change" operation
Grade Exit Date	Student Grade Transfer "change" operation

<i>element</i>	<i>transaction to change</i>
Grade Level Code	To add a new grade: Student Grade Transfer "change" operation To fix an incorrect grade: Student Grade Transfer "delete" operation to erase existing data, then Student Grade Transfer "add" operation to add new data
Home Language Code	Student Personal Information "change" operation
Last Name on Legal Document	Student Personal Information "change" operation
Last Name Student Goes By	Student Personal Information "change" operation
Membership Type	Student Membership Change "change" operation
Middle Name on Legal Document	Student Personal Information "change" operation
Name Extension on Legal Document	Student Personal Information "change" operation
Neighborhood School Indicator	<i>this element has been removed from Membership (it still exists in Needs); if a value is submitted, it will be ignored by SAIS</i>
Nickname Student Goes By	Student Personal Information "change" operation
Normal Graduation Year	Student Personal Information "change" operation
Operation Code	not applicable: cannot be changed
Previous School Entity ID	not applicable: cannot be changed
Previous School Student ID	not applicable: cannot be changed
Previous State Code	Student Personal Information "change" operation
Readmission Activity Code	Student Membership Change "change" operation
Readmission Date	See First Day of Membership
Register ID	Student Grade Transfer "change" operation
Responsible Party's First Name on Legal Document	Student Personal Information "change" operation
Responsible Party's Last Name on Legal Document	Student Personal Information "change" operation
School Membership Share	Student FTE & Share "change" operation
School Student ID	Student Membership Change "change" operation
Special Enrollment Code	Student Payer Factors "change" operation
Special Enrollment End Date	Student Payer Factors "change" operation
Special Enrollment Start Date	Student Payer Factors "change" operation
State of Birth Code	Student Personal Information "change" operation
Student ID	Student Enrollment "delete" operation to erase existing data, then Student Enrollment "add" operation to add new data. <b>WARNING: This will delete all information associated with this student's memberships. A delete operation should be done with extreme caution.</b>
Student Membership FTE	Student FTE & Share "change" operation
Summer Withdrawal Activity Code	Student Summer Withdrawal Activity "change" operation
Summer Withdrawal Date	Student Summer Withdrawal "delete" operation to erase existing data, then Student Summer Withdrawal "add" operation to add new data
Track Number	Not applicable: cannot be changed
Transaction ID	not applicable: cannot be changed
Tribal Name	Student Personal Information "change" operation
Tuition Payer Code	Student Payer Factors "change" operation
Tuition Payer End Date	Student Payer Factors "change" operation
Tuition Payer Start Date	Student Payer Factors "change" operation
Vendor Defined Field	not applicable: not stored in SAIS, so cannot be changed
Withdrawal Activity Code	Student Withdrawal "change" operation

<b><i>element</i></b>	<b><i>transaction to change</i></b>
Withdrawal Date	Student Withdrawal "delete" operation to erase existing data, then Student Withdrawal "add" operation to add new data
Year End Status	Student Year End Status "change" operation

## Issues

5/1/2003

There are no open Membership-related issues at this time.